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Alex. Fraser 1812

A  
NEW SCHEME  
OF  
SHORT-HAND;

Being an IMPROVEMENT upon

MR. BYROM'S

*Universal English Short-Hand.*

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By JOHN PALMER.

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*Ille Scriptor erit felix cui littera verbum est,  
Quinque notis linguam superet, cursumque loquentis,  
Excipiet longas nova per compendia voces.*

MANILIUS, Lib. 4.

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L O N D O N :

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TO  
THE RIGHT HONOURABLE  
SIR WILLIAM MEREDITH,  
BARONET,  
COMPTROLLER OF THE HOUSEHOLD,  
AND  
ONE OF HIS MAJESTY'S MOST HONOURABLE  
PRIVY COUNCIL,

THIS WORK  
IS RESPECTFULLY INSCRIBED,

BY  
HIS MOST OBEDIENT,  
AND MOST HUMBLE SERVANT,

JOHN PALMER.

THE FIRST REVENUE

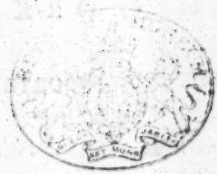
SIR WILLIAM MURRAY

D.D.

CHANCELLOR OF THE EXCHEQUER

A.M.

OFFICE OF THE MASTER OF THE MINT



THE ROYAL MINT

AND THE ROYAL ASSAY OFFICE

LONDON

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## P R E F A C E.

**I**T may reasonably be expected, that some general account be given at the entrance of this Work, of the *New Scheme of Short-hand* contained in it.—I am sensible indeed that an Author's description of his own performance is usually, and often perhaps not without reason, suspected by the Public: but the following general description of this *Scheme of Swift-writing* is *literally true*.

Its alphabetical characters are neat and entirely distinct, so that in the quickest writing one will not be confounded with another; and they join with the greatest possible ease, elegance

gance and dispatch. The prepositions and terminations are expressed each by a single character, disjoined from the rest of the word; and instead of calling in the aid of arbitrary characters, we abbreviate by much more general and regular methods. The rules of abbreviation are derived from the common modes of contraction practised in Long-hand, but point out such improvements, as usually render the contractions much more legible in Short-hand, than in common-writing: at the same time these rules authorize only such abbreviations, as each writer shall judge, at any period of his practice, proportioned to his own skill in the English Language. Most *common* words are expressed by a single consonant, or single consonant and vowel; and a set of easy rules are given, founded upon experience, to direct what

# P R E F A C E.      vii

what vowels in a word ought to be expressed, and when all vowels may be omitted. Many of the rules may be adopted without violence and with great advantage into most other Schemes of Swift-writing; because they have their reasons in the nature of our language; and the construction of our sentences. Very little burden is laid upon the memory, and the rules are so distinct that a person may take one and reject another at pleasure.—The writing is perfectly lineal and beautiful; and the Short-hand regular, easy to be learned, and capable, in its most perfect state of abbreviation, of almost incredible dispatch.—To conclude; the greatest attention has been paid in this Work, to the two essential properties of Short-hand, *Expedition* and *Legibility*; one of which has never knowingly been too far sacrificed to the



other: but throughout the whole, it has been the endeavour of the Author to preserve a due proportion of each.

With respect to the method in which the *Scheme* is drawn up, it is hoped it will prove such as to afford most instruction to the learner, not only in the nature of this particular Scheme, but of Short-hand *in general*. I have indeed purposely left the learner something to do, that he may have the pleasure of seeming to be in a good measure the former of his own Scheme; and at the same time have I hope sufficiently guarded against his going astray.—A Short-hand which prescribes every thing makes the learner into a cypher, and leaves him a mere practitioner without theory; one which only furnishes an alphabet, and leaves the rest to him, is too discouraging; and supposes him to be  
already,



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already, what it ought to make him, a proficient in the *Science*. In the following Work it is hoped the middle course is steered.

As this Scheme of Swift-writing may by chance fall into the hands of some, who have formed a general misconception of the nature of Short-hand, an attempt is made in the first chapter of the Introduction, to rectify their mistaken notions of it. The second chapter treats more fully than has before been done of *Comparative Short-hand*; and will it is hoped be of service to those, who wish to *understand*, as well as practise this Art. The strictures passed in this part of the work, upon the Schemes of some who have preceded in the same walk, owe their insertion, neither to a jealousy of their excellence, nor a dislike of their Authors, (all of whom are unknown to the present writer) but

x P R E F A C E.

but are introduced merely to illustrate the general principles there laid down: and though in the third chapter it is proposed to vindicate *this Scheme* from some objections, which might otherwise perhaps have been raised against it, yet this is undertaken principally with a view to rectify mistakes of long standing, among some of the practitioners of this Art, and to make further observations on *Comparative Short-hand*.

The unnumbered Specimens at the end of the work, will be too difficult for the learner to read very readily, till he be pretty well versed in the *Rules of abbreviation*: but the study of those Specimens is recommended to him, as a ready way of acquiring a knowledge of the Rules—Let him however make himself perfect in the *first* part of the work, before he proceed to the *second*—  
If

# P R E F A C E.      xi

*If he tread slowly, he will tread surely.*

It is a very common fault in learning Short-hand, to give the chief attention at first to the method of *writing*; but I wish every person who shall learn this *Scheme*, to make himself expert at *reading* the Specimen in plate V. before he attempts to write a single line of it.—I have taught several different methods of Short-hand to different persons of my acquaintance at their request; and always found it best to make them *readers* before *writers*. But usually persons who are to teach themselves, thinking the *writing* every thing, devote their sole attention at first to that; and leaving their improvement in *reading* to time and chance, scarce ever become proficient in it at all: nay often are so discouraged, by the difficulties to which they have thus subjected

xii P R E F A C E.

subjected themselves, as even to lay aside the use of Short-hand.

I could have drawn up this *Scheme* in a much shorter compass, but should not in that case, have given the learner a sufficient insight into the theory of Short-hand: I could have made it much longer, but was afraid of being thought tedious. Where I have not particularly explained the reasons on which any of the Rules are founded, I doubt not but the learner will discover them after a little practice. It would have been easy to have pointed out many other methods of abbreviation; but too many rules being at least as bad as too few, by occasioning vast perplexity and uncertainty, I thought it best not to multiply them unnecessarily.

The leading principle of this *Scheme* as far as relates to the Rules of abbreviation is, that in the genius  
and

P R E F A C E.      xiii

and structure of our language, we ought to search for methods of contraction, not in arbitrary characters or other whimsies; and of consequence that *Connection* must be the decypherer—and this is meant by the maxim, so often repeated in the work, that “*Connection* is the Master-key of Short-hand.”

To prevent mistakes it is proper to observe, that the Author is very sensible too much may be required of *Connection*. He is however certain from experience, that a very little practice will enable a person readily to distinguish, in almost every sentence, some word or words, which though expressed very concisely and imperfectly, *Connection* will at any distance of time instantly decypher; and he has therefore in the following work, pointed out what he reckons the most convenient methods of abbreviating



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breviating such words, both with a view to Expedition and Legibility.

After all, he scruples not to assure the Public, that such an application of the abbreviating Rules contained in the second part of this work, as is by no means extensive, will be abundantly sufficient for the purposes of one who requires a *very Expeditious* Short-hand.

And he thinks if he were to say, that without *any* of them, a person with a tolerable ready pen and moderate practice, would be able to keep pace with a public speaker, the specimen in plate V. in which none of them are made use of, would gain him credit with unprejudiced persons. To conclude,

The Author freely acknowledges, that it would be a disappointment to him if this work should not meet with the *approbation* of the Public;  
but



P R E F A C E.      xv

but, having made Short-hand truly and properly his *Study* for many years, with a view to the present publication, he thinks he has a *claim* upon their *candour*.—The general principles which he has laid down, are plain and intelligible, and he hopes will universally be thought just: and the execution of the plan upon which he has proceeded, will he flatters himself vindicate the title of this Work, and convince all his impartial and judicious Readers, that it is *A real improvement upon Mr. Byrom's Universal English Short-hand*.\*

Macclesfield,  
Dec. 24, 1773.

JOHN PALMER.

\* Judging *Mr. Byrom's* performance too deficient in introductory plates, for many who would wish to learn Short-hand; I have given a greater number—preferring the convenience and advantage of the learner, to any honour I might be supposed to derive, from comprising the Scheme in a smaller compass.

## E R R A T A.

- P. 37. l. 19. after *fir*, insert *or*.  
 86. 22. after *plate IV.* insert [*see p. 118.*]  
 99. 9. in the Notes after *in*, insert *the use of*.  
 115. 1. for *plate V.* read *plate IV.*  
 151. 18. for *first and second*, read *second and third*.  
 160. 18. after *of*, read *the first and last consonant of*.  
 168. 13. after *in*, insert *variety of*.  
 — 20. after *does*, insert *notwithstanding*.  
 171. 11. after *this*, insert *kind of*.

## ARRANGEMENT OF THE PLATES.

- Plate 1st. to face p. 73.  
 Plate 2d. to face p. 77.  
 Plate 3d. to face p. 113.  
 Plate 4th. to face p. 118.  
 Plate 5th. to face p. 124.

The four last Plates a, b, c, d, in the order they are marked  
 to front p. 165.

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## INTRODUCTION.

### CHAPTER I.

*Objections to the ART obviated.*

1. **M**ANY have been deterred even from *attempting* to learn a scheme of swift-writing, by a notion that all words in short-hand are represented by arbitrary characters. Hence they have inferred that a memory almost more than human is requisite, to recollect the proper characters in writing, or the words they are intended to represent in reading.—For the better information of such persons it seems proper to observe, that an alphabet is made use of in short-hand as well as in common

B mon

mon writing. But the former can boast this advantage above the latter, that its alphabetical characters are much more simple, short and convenient for joining, than those used in long-hand. The combinations of strokes, which strangers to this art are apt to regard as arbitrary expressions for particular words, are composed of the several short-hand letters which form those words, regularly joined together. In this species of writing *every* letter indeed of a word is not always expressed, but every letter *necessary for determining what word is intended*, is written by its proper representative in the short-hand alphabet. This is done I say, as far as a due regard to expedition will allow; but some further method of shortening words being still necessary, certain general rules are laid down for this purpose, which if both rational and simple, can prove no  
great

great burden to the memory.—Some particular schemes of short-writing have, it must be owned, a great variety of arbitrary characters; but such schemes are coming fast into disrepute; it being thought much better by the most judicious, to shorten words by rules of extensive application, than by a method which must necessarily be very perplexing to the inventor, and burdensome to the memory of the learner.

2. Great numbers have, I believe, been discouraged from attempting to learn short-hand, because they could find no resemblance between the alphabetical characters adopted in swift-writing, and those used in the common hands. One character may be called *b*, and another *d*, but they can discern no similitude; and therefore apprehend something dark and intricate in short-hand.—Let such persons take notice, that when the cha-



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acters of a *stenographic* alphabet are called *b, d, f, &c.* they are not intended to represent the long-hand *letters*, but the *sounds* only for which those letters stand.\* All the letters of our *common* alphabet are mere arbitrary characters for sounds, which through custom they suggest to the mind, without bearing any resemblance to the sounds themselves. When we see an *f*, through the association of ideas induced by habit, we immediately recollect the sound it was designed to represent; but *f* is in fact no more like to the sound it is meant to suggest, than any other character appropriated to it in a short-hand alphabet. He who has learned to recollect at sight the sound intended by any character in one alphabet, may easily learn to call to mind the same sound at the sight of some other

\* It is however generally most convenient to speak of them as representing the *letters*.

other character, by which it may be denoted in a different one. Boys, for instance, at a grammar-school, find no difficulty in learning the Greek alphabet, though the same sounds which occur in our language, are represented in it by different characters. Why then should it be thought difficult to learn a second alphabet for our mother-tongue? Or why should such an alphabet be reckoned unnatural and perplexing; when there is as good a reason *at least*, for the peculiar form of its characters, as for the figure of those used in the Roman or round hands?

3. An objection is sometimes made to the use of short-hand, as having a tendency to spoil *good writing*.

This objection would be valid *perhaps*, were the short-hand characters faulty and imperfect imitations of those used in common writing; but as on the contrary they bear no re-

semblance to them, it is weak and futile. No one will venture to assert, that drawing the outlines of birds, beasts or fishes, will injure the hand-writing; or that frequently sketching insects will disqualify a man for drawing a good flower; and yet the absurdity of either of these positions, is not greater than that contained in the above objection. It will be found *invariably* I apprehend, that the neatest writer of short-hand is also the best writer of the common hands, and *vice versa*: because good writing depends upon a certain command of hand and imitative genius, which will equally extend to all kinds of writing.

4. But almost every stranger to the *Art*, has always ready a seemingly more formidable objection to the use of short-hand; namely, that it is prejudicial to true orthography.

It

It is very strange that this objection so often made, should have been so easily admitted. For is it really *true* that the practitioners of swift-writing are *usually* worse spellers than the rest of their fellow-countrymen? Nay, are they not *in general* more exact in their orthography, than the majority of those who repeat this objection? —If they be, it will be said, they owe it merely to their education, the greater number of them being men of letters.—Now this concession suggests the true source of that corrupt spelling, with which some writers of short-hand may be chargeable, *viz.* the want of proper care in their education. For the future then let parents, guardians or school-masters exercise young people more frequently in spelling; and no longer let their negligence be imputed as an objection to so useful an art.—It is worth notice, that the great *Mr. Locke* did not



think there was any weight in this objection, seeing he recommended the teaching of short-hand to *children*.

5. I have known persons complain greatly of the *time* supposed *requisite*, for attaining to a tolerable perfection in this art.—By a question or two we may, however, *presumptively* at least determine, whether any man should suffer himself to be discouraged by such a complaint, from learning short-hand.—Who then are the persons that make the complaint ; they who have learned short-hand, or they who have little or no knowledge of it?—Only the latter.—Indolent people usually ascribe those difficulties and inconveniences to an art or science they attempt to learn, which arise solely from their own laziness, carelessness and inattention. But I presume no thinking person will take his notion of the time or pains necessary to acquire a competent knowledge of and  
readiness



readiness in the art of swift-writing, from those who are destitute of the talent of application.

Some of my readers may wish me to say expressly, what time may be requisite to make a person master of a *scheme* of short-hand; but it is impossible to give a direct answer to this enquiry. Different people will take a longer or shorter time, according to their different capacities, the different degrees of their application, and the comparative simplicity of the different schemes which they may study.— This should be noticed, that since proficiency in all other arts and sciences requires time and diligence, it is highly unreasonable to expect skill in short-hand to come as it were by *intuition*.

## CHAPTER II.

## ON COMPARATIVE SHORT-HAND.

**T**HE *Art of Short-hand* was invented, for the purpose of committing to writing our own thoughts, or the verbal or written discourses of others, with the greatest possible dispatch, consistent with an easy legibility. So that “ Legibility and Expedition are the essential properties of short-hand.” \*

If this idea of its design had been duly attended to, the art might probably have been brought to its *ne plus ultra* long ago : at least we should not in that case have seen so many very  
*imperfect*

\* *Secrecy* is merely an accidental effect of short-hand ; and when any particular scheme is made public, this effect is in a good measure destroyed with respect to that scheme.

*imperfect* schemes of swift-writing, nor have heard so many *whimsical* objections raised against them, by numbers who esteem themselves proficient in short-hand.

Almost every one who understands barely enough of this art, to be able to write after some particular scheme with tolerable propriety, is ready to pass judgment to the disadvantage of a different scheme, on the slightest inspection of a specimen; without being at all aware of the impropriety of so hasty a decision, or once reflecting how many circumstances must be attended to, before any just comparison can be drawn between them.

*Beauty.*—An inferiority in point of *beauty* is usually considered by such persons, as decisive against any method of short-writing. And it will be confessed that beauty is a desirable property, except by those who practise a scheme which has no pretensions

to

to it. Mr. Byrom has somewhere observed, that "shortness and beauty are the same;" and every disciple of his is frequently repeating this maxim after him; many of them, I am persuaded, without understanding it in the same sense as their master. Difficult characters and unnatural joinings not only deform the writing, but require also longer time to make, than such as are natural and easy; and therefore a scheme of swift-writing in which few or no such characters occur, will be proportionably shorter in practice, than another abounding with them. So far the above maxim is true, but if extended further it is false; for a combination of *many* strokes, which will require a *longer* time to write, may not only equal, but even surpass in beauty a combination of *fewer*, for which a *shorter* time will serve. Beauty does not necessarily imply brevity; nor does brevity

vity necessarily imply beauty. It is a happy circumstance, however, when both are united; for I do not mean by these remarks to pass an encomium upon deformity; nor are they intended as an indirect apology for the following scheme, as the specimens will sufficiently evince; which have, to say the least in their favour, as much beauty as any hitherto published can lay claim to. What is said therefore on this head, is designed merely to operate as a check upon those who make *beauty every thing*.

*Plan.*—Previously to comparing a new scheme of short-hand with one which is familiar to us, it is requisite that we inform ourselves concerning the author's general plan. If it fulfils his design, it is so far perfect; but if the plan be faulty, the short-hand may still be *comparatively* good for nothing.

Mr.



Mr. Jeake's view was to avoid all compound characters; and this, according to the ideas which most writers of short-hand entertain of such characters, he has effected; and his scheme of swift-writing is so far perfect; but containing only eight letters by which to express twenty sounds, it is *comparatively* inferior to all others; and *positively* unfit for use through its great defect in legibility.

A bad plan affords a presumption *against* any particular scheme of short-hand; notwithstanding which, the plan may be faulty, and the execution *tolerable*. This is the case with most of the schemes of short-hand which have been yet published. For in justice it ought to be acknowledged, that the superior excellence of some plans above others, has not always produced that superior excellence in the execution, which might have been expected.

A good

A good plan furnishes a presumption *in favour* of any particular scheme, yet still the execution may be defective.—The present attempt to improve upon *Mr. Byrom's Universal English Short-hand* implies, that I consider his as a scheme of this kind. His plan is excellent, the execution, though not equal to what might have been wished, such as does him great honour, and both together give him a just claim to the title of *Father of rational Short-hand*: yet on inspecting his alphabet, who can avoid being struck with the evident want of a sufficient distinction between the following characters  $\swarrow \searrow$ ), as also between  $\swarrow \curvearrowright$  (?) The motion of the hand is peculiarly awkward in forming diagonal curves, as four of these characters may be termed, on account of their respective correspondence with the diagonal strokes  $\swarrow \nearrow$ ; so that should no ambiguity

biguity arise from the use of them, they must substract from the expedition; but as in quick writing they may very easily be confounded, either with the strokes or semi-circles to which they severally correspond, (which upon trial any person will find to be the case) they must prove very injurious also to legibility.\*

The two characters appropriated to *j* are ill employed; since *g*, when soft, represents the very same sound, and may therefore be very properly used in its stead. Out of thirty different short-hand alphabets now before me, seventeen have no character for *j*; and for many years I practised a scheme which had no expression for this letter, but substituted *g* in its room, without finding the least inconvenience from the want of it.

There

\* To give one out of innumerable instances; by Mr. Byrom's scheme *g* is upon which, *g* is by which.

There seems also in Mr. Byrom's alphabet, too great a profusion of useful characters on the letter *l*, which has these three *l* *l* *l* set apart entirely for it.—There can be no doubt, but either the legibility or expedition might have been made more compleat, had not this gentleman been so lavish upon the two last mentioned letters. One of his characters for *j* would have furnished him with a useful *ch*, together with that which he has adopted; because the one might have been written when the other could not: and one of his *l*'s would have made him a much better *th*, than either of those which he uses. But the truth is, his diagonal curves required all this profusion upon *l*.

This gentleman's alphabet has likewise too perpendicular characters to be carried upwards\* *d* *b*; which di-

C

rection

\* He also frequently carries his *l* *t* upwards.

rection of the pen, in making a perpendicular stroke, will oblige us either to write very slowly, or risk the confounding such characters, with others nearly resembling them. In the one case expedition will be sacrificed, in the other legibility. In fact the above are scarcely better than arbitrary characters, for the words they are made to represent, being of very little further use.

To these objections another is to be added, against the rule which directs to write *np* at the end of a word for *nd*; for *p* and *d* are not so much alike in sound, that one may be substituted in the room of the other without injury to the legibility.

These are some of the imperfections in Mr. Byrom's scheme which first struck me, and led me to attempt an improvement upon it: in the prosecution of this design other objections to his method occurred, of as great importance








importance at least; many oversights were discovered, several rules were found to be either unnecessary or defective, and there appeared to be a want of some new ones.

In this work I have carefully endeavoured to avoid the faults both of Mr. Byrom's alphabet and rules; and hope I shall be found to have been tolerably successful. It will be thought unnecessary, I imagine, to apologize for appropriating *seven* of the most useful characters to the same letters as Mr. Byrom: for the truth is, I could not avoid it without defeating my original design of improving upon his work. By this acknowledgment I mean to do honour to the memory of that gentleman, and hope my ingenuousness on this head will not hurt me with the public. If my design had been merely to differ from Mr. Byrom, that had been easily effected even with credit to myself; but my

intention was, whatever share of the honour another might partake with me, to carry the *art* of short-hand a step nearer to perfection, by improving the execution of a plan, which I am inclined to think will *never be excelled*. Of my success the public must and *will* judge.

A *fanciful design* is sure to meet with many friends amongst those who forget the essential properties of short-hand; and even sensible men are too apt to let them slip out of their memory. This is the case of the ingenious author of the *Alphabet of Reason*; as well as of some others to be noticed in order.

THE ALPHABET OF REASON sounds well; but all will not agree in one notion, concerning what is necessary to constitute a *Rational Alphabet for Short-hand*. In my judgment, that alone ought to be stiled the *Alphabet of Reason*, from the use  
of

of which we obtain the most expeditious and most legible short-hand. Many, no doubt, have thought with this gentleman, that the most simple characters applied with judgment to the letters of the alphabet would produce it; yet this author has exhibited the simplest characters to us, and still we find they do not, and I have reason to believe they cannot be made, to produce a short-hand equal to some others already published. The reason is, the characters are of such a form, as to occasion many very awkward and unnatural angles; as for instance in  *ornament*,  *misfortune*,  *knowledge*, &c. from amongst the author's own specimens. Now besides the time which such difficult angles take in forming, they will also prove perpetual sources of ambiguity. How easily may a person, not writing very rapidly, slide into *rnvt*  for *ornament*, *mrtu*  for *misfortune*,

and *nrng* *Ń* for *knowledge*: such instances as these will frequently occur in the use of the *Alphabet of Reason*.

This writer has endeavoured to construct his alphabet in such a manner, that those characters which recur most frequently, may be most easily formed; but how plausible an air soever such a design may carry with it, it is very fallacious. For in constructing an alphabet for shorthand, the chief care must be employed, to assign to those letters which most frequently occur *in conjunction*, such characters as will *join* with the greatest ease and expedition. Indeed were the rule by which this gentleman would apply his alphabet perfectly just, yet he is guilty of two very material deviations from it. For *first* the characters out of which he chuses are not placed by him agreeably to their comparative ease in writing,

ing, and yet he applies them according to his arrangement of them ; and *next* he has been mistaken in the comparative frequency of the occurrence of the letters, as will be seen by consulting a letter-founder's bill ; which agrees with his arrangement but in two instances ; or according to a proposed amendment of the bill but in *four*.

Besides the mistakes noticed above, this author has, in a note, very inconsistently with himself, rejected the characters / \, for two not half so convenient, beautiful or simple ; assigning as his only reason, that thus there will be no obliquities in writing ; which in my opinion is a circumstance that implies no excellence, because it has nought to do with promoting the grand ends of short-hand. *Mr. Angell*, in his *Stenography*, mentions his having been shown an alphabet, which consisted only of an up-



right stroke varied in size and position—the author of the *Alphabet of Reason* pleases himself that he has no obliquities—but such fancies are endless. *One* might value himself for an alphabet consisting only of curves, a *second* for one admitting of diagonal strokes alone, and a *third* might triumph in an alphabet, in which only *one sort* of diagonal strokes were to be found—but what benefit would the art of short-hand derive from such whimsies?

*Messieurs Holdsworth and Aldridge* call upon us to attend to their NATURAL SHORT-HAND, because say they, “ Every character in this method, derives its form from the peculiar position of the organs of speech, or the passage of the breath in the act of pronunciation.”—Now it is obvious, that notwithstanding this account of the *Natural Short-hand*, it may be deficient in both the essentials  
of

of expedition and legibility. It was incumbent upon these gentlemen, at first setting out, if they were desirous that the public should look upon the above account of their short-hand, as a recommendation of it, to have proved that *God* must needs have formed the organs of speech in such a manner, that a line representing their position in the act of pronouncing any particular sound, or the direction of the breath by their instrumentality, should give the best character possible, by which to represent the sound itself, in a short-hand for the *English Language*. But in vain would they have attempted to persuade the public, that the Deity paid so much regard *a priori* to *this nation*, as to intend in the original formation of man, to give *us* a hint, not to be taken till near six thousand years after, respecting the best short-hand for our use, in the adjustment of the lips, teeth,

teeth, tongue, palate and throat. Yet no doubt many persons have given these gentlemen credit, for some peculiar excellence in their scheme, from a circumstance which but upon such a supposition, must be entirely insignificant.

There is moreover a striking *inconsistence* in these gentlemen's plan; for at the very same time that they propose to represent by each character, the position of the organs of speech, in the act of pronouncing the sound to which it is appropriated, they have also regard to a letter-founder's bill, with a view to apply their characters in such a manner, that their ease in writing may be proportioned, to the frequency of their occurrence in the English language. It would be very surprising indeed, if these different views and designs should not clash with each other! They must be assuredly inconsistent, unless the Creator

tor did really intend to give the hint mentioned above, which nobody will seriously imagine.

I ought not to neglect cautioning writers of short-hand in this place, not to suffer themselves to be deceived by the *apparent* length of characters; but to bring them to the test of fair experiment; always remembering that *the shortest character is that which may be most expeditiously written*. If the alphabet of the *Natural Short-hand* be thus tried, whatever appearance it may have upon bare inspection, it will, I am certain from actual experiment, be found not to agree with a letter-founder's bill; according to these gentlemen's rule, of observing a due proportion between the ease of the characters, and the comparative frequency of their occurrence: so that if this were essential to a *natural short-hand* according to their representation,

tion, their scheme must still be pronounced defective upon their own principles.

*Brevity.*—A scheme of short-hand may possibly be invented, which shall possess expedition in too great a degree. This will be the case, if the writing becomes illegible or nearly so, by reason of the brevity with which words are expressed. I cannot say that I know any scheme *really* chargeable with this fault. *Mr. Macauley* indeed seems to grant “ that from the great dispatch procured by *his Polygraphy*, it becomes frequently requisite to transcribe what is written in it, into the common hand to prevent mistakes :” and sorry I am to be obliged to deny him the honour, which he might think his *Polygraphy* entitled to from such a circumstance. But indeed an excess of expedition is not the cause, for which it becomes necessary to transcribe from his short-hand



hand into long-hand. The fact is, that Mr. Macauley has not only two places for characters, one upon an imaginary line and another above it, but also three, nay in some cases four, different sizes of the same character; and these different places and different sizes *together*, being impossible to be observed in quick writing, render it necessary for him to transcribe what he has written in short-hand, into the common-hand to prevent mistakes. To confirm this assertion take the following specimen, ' is *a* and, ' *t* to,

| *l* lord let, ' *tb* the thee, ' *tr* trust,

| *cb* child, | *pl* plain, ' *a* and *tb*.—Is it not very easy now to account for the want of legibility in Mr. Macauley's short-hand?

It is impossible to determine, the comparative length or expedition of two different schemes of short-hand,  
from

from the respective spaces which any thing written by them may occupy: yet judgment is often hastily given against a scheme, by which a little loss of paper is sustained. The property of length being frequently predicated of short-hand, by a small inadvertence, the length of the line or lines, either real or imaginary, on which any thing has been written in it, has come to be considered as the measure of the writing itself; whereas of two specimens of swift-writing, each occupying equal spaces, one may be much longer than the other. The very title of *Short-hand* given to the art of *Swift-writing*, seems to have led people astray in this particular; and even some teachers of it have fallen into the common error on this head, and contributed to the mistakes of others. Thus the gentleman upon whose scheme we last animadverted, informs the public by a weekly advertisement


vertisement in a country news-paper, that " in his Short-hand he has written *seventeen* psalms, one containing *forty-five* verses, in the size of a card."



Is not this leading persons who have but small acquaintance with the art, to imagine that its chief object is to save paper? whereas the grand *desideratum* in short-hand is *time*. Without discrediting *Mr. Macauley's* abilities for writing *small*, of which he has given a satisfactory specimen in the twelfth page of his *Polygraphy*, there are many persons to be found, who would write all his psalms in long-hand in the same compass. Without any regard to *apparent* length, that short-hand which admits of the greatest expedition is the shortest; for *time is the measure of swift-writing*. If the same paragraph were written by two different schemes of short-hand, that specimen which should take up the most room, might be considerably  
*shorter*

*shorter* than that which should occupy the least : I mean shorter as to the *time* requisite for writing it; there might be in it fewer strokes, fewer angles, and fewer removals of the pen; and the characters themselves, and the angles which occur, might be more natural and easy in the former than in the latter. Before therefore any definitive judgment be given between them, all these particulars are to be narrowly attended to and strictly examined.

The following observations respecting the length of characters, will I hope furnish hints which may prove useful.

1. *Of two characters that which is the shorter in one case, may be the longer in another.*—By itself, or at the beginning of a word, *ſ* is shorter than *o*; but let *o* be prefixed to each, and the latter will be the shorter, as *ſ o*; in the first of these combinations,

nations, the motion of the hand is not only stopped by an angle, but further checked by altering its direction, to one entirely opposite to that with which it began: in the last there is no stop, because there is no angle, but in the room of it a very small portion of an arc, viz. as much as will join these two characters , which is instantaneously formed, and the pen after an easy twirl pursues its former motion.

2. *To join by a loop, is generally a more effectual way of saving time, than to join by an angle.*—Thus,  is shorter than , for though there is a portion of a small circle more in the former instance than in the latter, yet there is a caution necessary in returning the pen along the same stroke, by which more *time* is lost.—It is for this reason that the common running hand abounds with loops.

D


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



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D

3. A

3. *A character which begins with a twirl, when written by itself or at the beginning of a word, is about equal to two strokes joined with an angle; thus 9 is nearly equal to 7. But the advantage of the loop in joining to a preceding character, abundantly preponderates the loss sustained in other instances, and renders this kind of character very eligible.—If such characters were rejected, their places must be supplied by others really compounded of two simple characters, from which therefore they would not be distinguishable; or by such as would perpetually occasion awkward, and therefore long and tedious angles; or by a third sort resembling the simple characters before chosen in form, and differing only in size or the thickness of the stroke; which would produce an alphabet not sufficiently distinct.*

4. *A*

4. *A small circle joined to a stroke or a curve, appears longer than it really is; because one part of the stroke or curve forms also a part of the circle; this is the case of 9 and 6, &c. &c.*

5. *Curves joined to curves, not running one into another like to ~ S, but forming an angle as 7 7, are longer than simple strokes joined by angles; because the joining is usually more awkward.*

If these hints, to which indeed many others might be added, prove serviceable for comparing specimens of different short-hands, the author's end in suggesting them will be answered.

*Legibility.*—Dispatch in writing may be too much disregarded for the sake of ease in reading. I was just about to bring *Mr. Macauley's New Short-hand* as an instance; but my temerity received a sufficient check,

upon meeting in the advertisement to his third edition with the following declaration; viz. " It is so capable of dispatch, that many *hundred sentences* may be written by it in *half the time* they can be *expressed*." The short-hand which is said thus wonderfully to excel in expedition, writes every thing at length, and observes the most exact orthography; and must needs therefore be too legible to be expeditious. I am inclined however to think it may prove useful to those, who learn short-hand with a view to *secrecy* only; and who can be satisfied with so partial a secrecy, as may be secured by a scheme which is made public.

In some cases the legibility of a particular scheme of swift-writing, may be sufficiently ascertained from the author's *plan*. What is written by the last mentioned scheme must be very legible, if the characters be distinct;



tinct; because words are spelled by  
 it at length, according to the true  
 orthography. On the contrary, what  
 is written by Mr. Jeake's method  
 must be extremely defective in legi-  
 bility, because he uses no more than  
 eight characters by which to represent  
 twenty letters. The very same mark  
 stands with him for *d* and *t*, *l* and *r*  
 have but one character assigned them,  
*m* and *n* but one, *u* and *w* no more,  
*c s x* and *z* one, *b f p* one, *c g k q*  
 only one, and for what reason I can-  
 not imagine, *y* is the only single let-  
 ter which enjoys the honour of having  
 a character appropriated solely to it.  
*Our father* is therefore expressed by  
 this gentleman's method, either by  
 the consonants *r ftr*, *r ftl*, *r fdl*, *r*  
*fdr*, *r fitl*, *l btr*, *l btl*, *l bdl*, *l bdr*,  
*l pdl*, &c. &c.

The grand corollary from what has  
 been particularly observed concerning  
 expedition and legibility is this, " that

the excellence of a scheme of short-hand consists in maintaining a due proportion of each." Nothing therefore can be more preposterous, than the common procedure of short-hand writers practising different schemes, in order to determine the comparative excellence of each. After writing a few words, expressed in the shortest manner of all others in their respective schemes, he who has chanced to have written the greater number most concisely, triumphs in the idea that his short-hand is the best; without recollecting that a few words cannot determine in such an enquiry; and without either of them thinking how far *legibility* is concerned in the question.—I hope these few thoughts on comparative short-hand, will be a means of making the subject better understood, and put an end to this *unscientific practice*.

C H A P-

## CHAPTER III.

*Of some particulars respecting the following Scheme of Short-hand.*

I AM not aware of any thing faulty in the plan of this *New Scheme of Short-hand*; nor do I know that in the execution it will admit of farther improvement; yet I have not the vanity to assert that I have brought the art to its *ne plus ultra*. Be this attempt of mine however more or less perfect, it is sure of meeting with the censure of some of those, who practise a short-hand constructed upon different principles; and as I am well aware of some of the objections which will be raised against it, I shall consider them here; not so much for the sake of vindicating myself, as of making some further observations on *Short-*

*band in general*, which I think deserving of notice, and of explaining its principles more fully.

*Lineality.*—I am certain that its perfect lineality will be objected to as a fault, having heard Mr. Byrom's Scheme censured on that score. When this objection was first mentioned to me I was astonished, recollecting immediately how fond teachers of shorthand have always been, of recommending their schemes as *the most lineal of any extant*. The reason however for disapproving a lineal shorthand, assigned to me by a gentleman who makes a very distinguished figure in the philosophical world, is plausible. He observes, that characters which fall at certain distances below the line, assist the eye of a public speaker to recover the place from which it was last removed; but that if compleat lineality be preserved, there will be such sameness of appearance

pearance in the writing, as to make it dangerous for him to look off his notes. To this it is very easy to reply, that in a perfectly lineal shorthand, some characters are shorter, some longer; that what is represented as the excellence of an illineal one, is the perpendicular or diagonal length of some of its combinations, and that no good reason can be given, why horizontal length may not answer the very same purpose. Whosoever shall grant it *may*, must acknowledge that a lineal short-hand being more beautiful, is *cæteris paribus* preferable to an illineal one.—To reconcile however the *advocates of deformity* to my scheme, I assure them it may be written either lineally or illineally at pleasure; as they will find on a very slight trial.

*Alphabet.*—Some persons disapprove of appropriating two characters to the same consonant; but the great convenience



venience resulting from thence for easy and natural joinings, not to mention other advantages, is more than sufficient to counterbalance a little additional trouble, in learning the alphabet. All the characters in the following alphabet amount only to twenty-seven.

*Arbitrary characters.*—Some persons may think the want of arbitrary characters an objection to this scheme; but I have several reasons for rejecting all such characters, whether symbolical or not. 1st, They would have an appearance quite discordant from the rest of the writing. 2dly, They are burdensome to the memory. 3dly, It is scarce possible to fix upon any which shall be really shorter than the regular expressions of words; seeing the simple characters and natural combinations are always engrossed, before the aid of arbitrary characters  
is

is called in. \* And 4thly, A well constructed short-hand will not need them; because a general prevailing tendency towards conciseness, will effect more real brevity, than a great abridgment of *particular* words.

*Vowels.*—I remember to have seen, a few years ago, some quires of paper written over in long-hand, by a gentleman deceased, without vowels, except in a few particular cases; and have reason to think that it was his common method to omit them, when writing for his own private use. And I cannot doubt but that any of my readers would, in a week's time, become as expert as that gentleman, and read by consonants, with the aid of only a very few vowels, without  
hesi-

\* I could produce almost numberless instances, from those schemes which have adopted arbitrary characters, of words expressed by them, which would have been much shorter if written at length.

hesitation. There are many things easy to be done, which would prove very useful when effected, that remain undone, merely for want of being attempted; this is one of them. This last sentence would be very intelligible I should think, if written thus: *Ther ar mny thngs vry esy to be dn, whch wd be vry usfl wn effctd, tht rmn undn, mrly fr want of bng attmtd; ths is on of thm.* Suppose that the reading of such a sentence should be attended with hesitation at first, surely a little practice would make this manner of writing very easy; and convince any person, that few of the vowels are necessary.

It is true that by omitting many of the vowels, as directed in the following scheme of short-hand, several words will be expressed after the same manner; *bft* for instance, will be *best* and *bust*; yet no ambiguity will arise from hence, *e. g.* This is the *bft* apple  
I ever

I ever tasted: This is a noble *bst* of Sir Isaac. You cannot read the *bust apple*, nor a noble *best* of Sir Isaac. Agreeably to the following rules *sn* will stand for *sin*, *son*, *sun*; but connection steps in to our assistance, and prevents our mistaking one of these words for another; *e. g.* Who is he that convinces me of *sn*? He was an unworthy *sn* of a worthy father. I saw the *sn* rise this morning.

By the rules laid down in the following work, respecting vowels, *barren* and *barn* will both be spelled *brn*, and many such instances there are; but it is impossible that a person of common sense should be led astray by them. Who could read "he intended to have built a *barren*" instead of a *barn*; or "such a person's wife is *barn*" instead of *barren*? So *born* and *burn*, though spelled after the same manner in short-hand, will never be confounded with each other,  
nor

nor with the above words; for instance, " It happened the night my eldest son was *brn*;" a person must step out of his way *designedly* to read such nonsense as, *my son was burn*. " I got this scar by a *brn* in my childhood;" a man ought to be sent again to school who should read *barn*, *born* or *barren*, or to whose thoughts any of these words should occur in such a connection. These instances are not selected from amongst others which would not be so clear, in order to impose upon the reader, but are taken at random; nor to the best of my knowledge will any ambiguity ever arise from such an omission of vowels as I have directed. But if in the course of practice, an instance or two should occur of words, in which connection, without the insertion of vowels, would not distinguish the one from the other, the learner needs only to take notice of them, as words  
which




which he is to distinguish from each other by writing the vowels, *contrary* to rule.

Mr. Macauley makes a very formidable objection to the method of *dotting* for vowels, if it be well founded; I shall therefore expend a little time in examining it.—“ One of the *best* rules, says he, in other short-hands (except his own) I found to be dotting for vowels, which in comparison of ordinary writing is certainly very expeditious; but perceiving that taking off the pen, and considering where to place the dot was equal to one stroke, the dot itself another, and returning to begin the next character taking more time than was necessary to a third, I resolved to drop that way.”





It would be stepping out of *my* way to expose the absurdity of representing, that the *best* rule in other schemes of short-hand before *Mr. Macauley's*,  
directed

directed an expression for a single vowel more than equal to *three* strokes or simple characters; or to enquire whether by *such* a rule the vowels *could* be expeditiously made in comparison of ordinary writing; but it will be certainly proper to enquire, whether he has stated the length of the dot truly, in order to remove any prejudice conceived against the practice of dotting for vowels, from such a representation.

*A dot is in writing the extreme point of a stroke, which though begun or ended visibly, is invisibly produced*—for it is evident, whether the pen moves to the right hand or to the left, from a dot towards a stroke, or from a stroke towards a dot, it describes a line, whether that line be visible or not; thus in making 7, the pen describes the characters 7; in writing †, the characters †; in forming 6, the

the mark ; in making  $\vee$ , the figure  $\vee$  \* &c.


If after the consonants are written a vowel is to be inserted, and the pen returned again to begin a new word, in that case, *The dot is the common point of two lines forming an angle.*—

Thus, in writing  $\vee$  | the dot is the common point of these two lines ; for had the whole of the real character been expressed upon the paper, it would have been  : Now if we write the same consonants without the vowel, describing the intermediate line, upon the paper, thus,  $\vee$  the difference between  $\_$  and  is the real length of the dot or vowel, *i. e.* . Here it is to be observed, that the vowel is as long again in this last instance, as in the two first; and in different cases the dot will be of

E

different

\* In all these instances but the first, the dot is made after the consonants are written.

different lengths ; but even in the last it is not longer than most of the vowel marks, in those schemes of short-hand which have adopted distinct characters for vowels ; and nothing like so long as Mr. Macauley's own m's .

As for the time the dot itself takes in making, it is in most cases absolutely imperceptible ; unless a man be so awkward as to be unable to express it by a mere touch of the pen ; and if he must needs keep turning the nib round and round to form it, it is not the length of the dot, but the inexpertness of the writer which is to be complained of.

But it seems “ the time requisite for considering where to place the dot is equal to another stroke.”—This hundreds can testify to be a mistake : and indeed when a man is become habituated to this manner of expressing the vowels, he can no more hesitate  
where

where to place the dot in short-hand, than in common writing where he should place the tittle over an *i* or *j*, or where he should begin a second word when he has written a first. Expertness in this as well as in other cases is the result of habit.

Having shown that few vowels need to be expressed, and that a dot is as short an expression for a vowel as those commonly used in other *schemes* of short-hand: I presume I have sufficiently vindicated the practice of dotting for vowels.

To what has been said I must however add, that the great advantage of dotting for vowels, and that which gives it the superiority of any other mode of expressing them is, that in swift writing they are all easily and naturally omitted, to the great increase of expedition; and yet may afterwards be inserted at the writer's leisure; so as to render what has been



thus rapidly and concisely written, sufficiently legible for him to read without fear, to a party of friends in private, or even in public to the most formidable audience, if requisite.

*Connection.*—Though the abbreviating rules of the following Scheme of Short-hand are suggested by, and founded upon the common methods of abbreviating in long-hand, yet they who are determined to find fault, will hunt for objections to these rules; and amongst other things it will soon occur to these *diligent* persons, that they admit of expressing different words after the same manner; from whence it will be said perhaps that ambiguity *must* follow.—This general answer however may serve; that we do not require of connection more than it is capable of performing; but merely advise to take advantage of those powers of which we know it to be possessed, for the purpose of brevity

vity with legibility. *The following rules direct to trust to connection, only so far as the writer himself is satisfied may be safely done, for his own reading.*— Besides we have already shown, that words which differ only in short vowels, may be expressed alike by dropping those vowels, without giving rise to any ambiguity: which entirely destroys the *general* objection to expressing different words after the same manner. But in the body of the work itself this matter is discussed more at large.

Another very different objection may perhaps be raised by some against our rules, *viz.* that by attending to connection, the same word will be written *differently* in different sentences: that in some it may be abbreviated by the rules, and connection decypher it; and in others must be written at length, because the connection will give little or no assistance

to the reader.—The answer to this objection is plain, that this circumstance cannot affect the legibility of the short-hand. For if a word be abbreviated only when connection will decypher it, it will be always legible when abbreviated: and when written at length it cannot be unintelligible.

If it be asked, whether it will not require time to distinguish between those words which may, and those which may not be abbreviated, and left to connection to decypher; I acknowledge this is a very pertinent enquiry; and shall therefore endeavour to give the reader satisfaction on this head.—It is certain then, that before a man is accustomed to this business, he may occasionally hesitate, about the propriety and safety of abbreviating particular words as they shall occur.—To almost all who shall attempt to learn this short-hand, it will be a *novel work* to distinguish  
between

(*consequently of mine*)—nor can I possibly assign a reason, for his forgetting himself so far as to recommend such a practice, unless it be suggested by his editor, when he tells us, “that after the publication of *Mr. Weston’s* Short-hand, *Mr. Byrom* thought fit to reconsider and retouch his own.” By this I suspect he means, “to add his rules for joining;” that he might not be behind-hand with *Weston* in this particular. Indeed the nature of *his* and *Weston’s* Schemes are so different, that *Mr. Byrom* could take no other hint from him; and by taking this he has, harsh as the expression may appear, made a *monster* of his own Short-hand. It was before beautiful because regular; but when characters joined together were sometimes made to stand for a consonant each, and at others for a word each; it became irregular, and therefore preposterous. Nor did the expedient  
of

of increasing the number of vowel marks, which *Mr. Byrom* directs for the purpose of distinguishing those combinations in which each consonant represents a *word*, from others in which each stands only for a *letter*, answer any good end. For if each word had been written separately, according to judicious and well-digested rules, the vowels might have been omitted; and the frequent insertion of them often occasions a greater loss of time, than writing the words distinctly would require: and moreover, various combinations of this kind will not admit of vowel marks, neither are they inserted in many instances, in the specimens themselves.

Mr. Weston's Scheme, into which so many arbitrary characters (about 140) are introduced, could do any thing in this way which he thought fit. An arbitrary character will represent a word, when once well fixed in



between words which may, and words which ought not to be abbreviated; and like every other business to which they have been unaccustomed, it may appear awkward and perhaps difficult at first; but like other businesses to which they have been used, *after some time* it will become easy and natural, and they will then wonder what occasioned their former difficulties. The more conversant a person is with the short-hand, the greater number of words will he find he may abbreviate; and the more readily will he distinguish them; till habit has rendered him quite expert at this work.\* Further, the objection implied in the above enquiry, goes upon the supposition,

E 4

\* A person in the ardour of composition, or writing after a public speaker, may abbreviate more or less as he finds himself more or less pressed for time. If he peruses immediately, he may then supply deficiencies from his memory; and will find that trivial hints will then refresh it.

sition, that it is necessary to abbreviate *every* word which will admit of it; but this is very far from being really the case. All the purposes of short-hand may be fully answered by this Scheme, to a person who shall never attain to the concise method of writing it. For its greatest expedition will never be wanted, by one who has a ready pen; and the man who is deficient in this respect, would not be able to keep pace with a public speaker, if every word were expressed by a single stroke.

*Joining Words.*—I think it proper to state my reasons in this place, for rejecting the rules, by which Mr. Byrom directs to join two, three, or more words together, expressed only by their first consonant each, or first consonant and vowel.—My general reason is, that such a joining of one word with another, is absolutely inconsistent with the nature of his plan;  
(*confe-*

in the memory, clearly; and ten thousand joined together for as many different words, if distinct in form and distinctly joined, will be as easily read as if they stood separate: but join the letters of your alphabet together, and let each represent a word, and how can you call your Short-hand legible?

In the judgment of a discerning reader, *Mr. Byrom*, or his editor, will be found to have been incapable of giving even *plausibility* to this part of his Scheme; for he could not lay down the extensive joining rules of *Mr. Weston*; but after many unnatural contrivances (little, if any thing better than arbitrary characters) he leaves things in such a state, that great numbers of those kinds of words which he appoints to be joined, will not connect with each other: so that his disciples, till after very long practice, must be unable to know when  
they

they may venture to join, and when not.

I believe, that notwithstanding the disadvantages of the Scheme, Mr. Byrom had, and many of his Scholars have attained, to an almost wonderful sagacity in making out sentences thus expressed. *Sadpmyw* they will read *safely depend upon my word*; and decypher other sentences seemingly as difficult to be read. But which of his disciples dare venture into a room, with a letter from a correspondent, in which many such liberties are taken, to read it aloud to a company of friends, before he has well studied it over?—Not *Mr. Byrom himself* durst have attempted this, if I be rightly informed.—It is I own amusing for two friends to endeavour to puzzle each other, by writing so short as to be almost unintelligible; but for *use a legible Short-hand is best*. If any person please, he may play

play such tricks with my Short-hand; and is welcome so to do, provided he set no additional value on it upon that account; but rather claim to *himself* all the honour, which he may think due to his ingenuity, in making that *obscure*, which was designed to be *clear*.

I cannot allow that I have lost any thing in expedition by writing every word separately, for this reason, that I can lay aside the use of vowels on that account much more than *Mr. Byrom*, and still preserve a greater degree of legibility: and though by joining words after his method more *paper* may be saved than by mine, yet on the score of *time* I cannot yield to him.—In his last specimen which is most contracted, he writes for *they may be* (↪), I write for the same words 9 ˘ ˘; now to any unprejudiced person I dare appeal, whether the last be not in point of *time* the shorter



shorter expression: and surely any person whatsoever must esteem it more easy, to read several words standing separate and distinct, than huddled together as if they formed but one word.—*My client* in the same specimen is written ; by the following Scheme it would be written or even .—In ten thousand instances this method has the advantage thus over *Mr. Byrom's*; and in very few *comparatively*, does his gain any advantage over this by means of his joining rules. So that I shall not scruple to declare, that without adopting them, the expedition as well as legibility of the following Shorthand is greatly superior to his.

Nor can I grant that *Mr. Weston's* Scheme of Swift-writing, notwithstanding *his* joining rules, will admit of greater expedition than may be attained by this; provided it has a tenth part of the time and trouble employed

employed upon it, which his will cost; and in point of ease and regularity it must take place of his, because of its entire freedom from arbitrary characters.

To every man, it must be acknowledged, according to his particular profession, certain phrases frequently occur, for which a short expression is desirable; but for these an ingenious person will easily contrive.—In *Mr. Byrom's Specimens* a lawyer begins  
 ··· *I amfc* for *I am of council*.—

Such liberties are very allowable (when time is really gained by them) for private use, and in a few particular phrases, which by the frequency of their occurrence must soon become familiar; but when they are extended through the language, and made an essential part of a Scheme of Short-hand, they become absurd in the highest degree; because destructive both of legibility and expedition: of  
 legibility,

legibility, because where such combinations of words are numerous, some will frequently occur which are not familiar; and of expedition, because they will confine the attention of the writer too much to the mode of expressing words.

I hope these strictures on Mr. Byrom's method of joining one word with another, made in the way of self-defence, will not be thought uncandid; and now submit the following work to the candour of the public.

*End of the* INTRODUCTION.

A

## NEW SCHEME of SHORT-HAND,

IN which an Attempt is made, to combine the two Properties of Expedition and Legibility in the greatest Proportion possible, by the most easy and regular Method; *viz.* by Characters the most simple for convenient Use, and Abbreviations corresponding with those already practised in Long-hand, and having their Reasons in the Genius and Structure of our Language.

F





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## A NEW SCHEME of SHORT-HAND.

### PART I.

**T**HE first step to be taken for forming such a Short-hand as we have in view, is to fix upon the number of letters necessary for the alphabet. As many must be rejected as can be spared, because nature will furnish us with very few simple characters, of extensive or real use. Vowels may be expressed with sufficient accuracy and conciseness, without appropriating distinct marks for them; and of the consonants in our language, some it is universally agreed are superfluous, to which therefore we shall assign no characters.

F 2

C is

C is rejected because *f* will supply its place when soft; thus *city* may be spelled *fity*: and *k* will serve as its substitute when hard; as *kounty* for *county*. For *j* we may write *g*, the soft sound of which is the same, thus *gewel* may be written for *jewel*. *Z* being only a harder *f*, may always be represented by that letter; thus we may write *Sion* instead of *Zion* — After discarding the vowels and these consonants, the alphabet will stand as follows, *b d f g h k l m n p q r s t v w x y ch sh th*.\*

Having thus found what letters we shall have occasion for, we must next see what characters nature will supply us with to express them by; due regard being had to expedition and legibility.—The dot being incapable of joining

\* The three last, though commonly represented by two letters each, being in fact single consonants, are therefore inserted in the alphabet.


joining with other characters must of course be rejected. There are left us then the following eight characters *usually* called simple, \* \_ / \ | ( ) ) ( ; to these *Mr. Byrom* has added ) ) ( ( ; but being very difficult to make, and very liable to be confounded with other characters, they must not be admitted into the alphabet of a short-hand, whose properties are to be legibility and dispatch.

Being obliged now to have recourse to compound characters, we are to consider what sort of compounds will join most easily with the characters already obtained, and at the same time be sufficiently distinct from them. Angular joinings occasion frequent stops of the pen, and a short-hand which abounds with them

F 3


must

\* In my judgment that term is very improperly applied to the four last: for I should not call any character perfectly *simple* which requires the hand to change its first direction.

must needs have many that are awkward and of difficult formation; angles therefore are to be avoided. The most easy, and at the same time most distinct way of joining is by a loop, in forming which the pen runs on smoothly, and is prepared for a change of direction without stop or difficulty. Let us then add a loop to the characters already fixed on, by which we shall gain the following new ones , which will all join with them, though some in more instances than others.\*



We have now twenty-two characters for twenty-one letters, but still want more to perfect our alphabet; because several of those already obtained

\* As many more characters might be formed, by placing the loop at the end, instead of the beginning of the former eight; but seeing in this case it would be often required to join loop to loop, they are all rejected as awkward and unnatural.

tained can be only partially serviceable. Let us therefore have recourse to such compound characters, as are next for ease and distinctness to those we now possess. These are such as are compounded of a right line and a curve, running into each other without an angle; of which there are sixteen to be obtained; but the five easiest of them  will supply our wants as well as more.\*—Having thus provided ourselves with the most simple, easy and distinct characters for use, the greatest difficulty is still to come; which is adapting them advantageously to the letters of the alphabet.

F 4

I have

\* These five characters are shorter than those with loops when they begin a word, or are written by themselves; but those with loops are shorter than these, when joined to a preceding character. *Cb*  is formed by adding a loop to , for the convenience of distinct joinings in some instances.



I have suggested in the Introduction, that in doing this regard must be had on the one side to the comparative frequency of each letter's occurrence, and on the other to the prevalence of certain combinations—but this after all, is too *complex* a rule to be of any great use; and I freely acknowledge that *experiment* has been my principal guide in this affair. It has cost me several years application, to assign to each letter the properest character; during which time I have had frequent reason to be satisfied, that no great dependance is to be placed on previous reasonings, in adjusting the characters to the letters. I offer my alphabet to the public as the result of experiment: and, to use the words of *Mr. Byrom* on the same occasion, “ no pains have been spared  
 “ to adjust our alphabet to the utmost  
 “ nicety, by such an exact attention  
 “ to continual trials and amendments,  
 “ as

Illustration of the various parts of the human body, showing the different positions of the limbs and the various organs of the body.

Fig. 1.

Fig. 2.

Fig. 3.

PLATE I.

Alphabetical Characters, Words expressed by  
them, Prepositions, Terminations and  
Vowels Places.

	Words	Prepositions	Terminations
11	b be; but	be, ob	
20	d do; had	dis, de	
1	f if, of, off	for	full
52	g God; against		
9	h he hither		
8	k { could can come		
—		com, con	ical, ade
6 P			
	l all; altogether	self	self
—	m { 'em, them whom, must and		
		omni, magni	ment
—	n { in instead on not	an, anti, in, inter	ence, ent, nieps
		under un	
1	p particularly	per, pre, pro	ble, able
P	q concerning	contra, counter	
1	r or are	re	ary
—	s { as is, his us, whose		
		satis, super, signi	i-tion, sion
		circum sub	u
1	t the, to	trans	et, ect, ity
2	v, w was, were	with	ward
—	x extraordinarily	exter, extra, ex	
9	y yet, you		
99	ch which; church		
9	sh she, show		
9	th they		
1	&c. &c.		

Vowels Places.

a a an	at	ta	am &c	tar V
e	et	te	ma &c	ter V
i I eye	it	ti	an &c	tir V
o oh, owe	ot	to	na &c	tor V
u who	ut	tu	as &c	tur V
			sa &c	

“ as was necessary to ascertain the  
 “ preference of the disposition of the  
 “ characters in it, to any other that  
 “ could possibly have been pitched  
 “ upon, amongst that almost infinite  
 “ variety into which they might have  
 “ been thrown; and if the reader  
 “ has the curiosity to make the ex-  
 “ periment, he will find that no  
 “ change can be made in the allot-  
 “ ment of the marks, but what will  
 “ be attended with considerable dis-  
 “ advantage.”\*

For the *alphabet* I refer the reader  
 to plate I. in the first column of which  
 are seen the short-hand characters,  
 and opposite to them in the second,  
 the letters which they represent.

Some consonants have two charac-  
 ters appropriated to them, for the  
 sake of easy and natural joinings.—  
 Should any persons think, as perhaps  
*Mr.*

\* Universal Short-hand, p. 23.

*Mr. Byrom's* disciples may, the want of resemblance between the two *k's* a fault, I must own that I see no necessity for preserving such resemblance; and though the alphabet might have looked more uniform, had the *k's* been as similar to each other as the *d's* and *g's*, yet the shorthand would have suffered greatly by attending to so minute and insignificant a circumstance. By the present disposal of the characters, one *k* corresponds to *q*, which has frequently the same sound, and *ks* — to *x*; from which great convenience results.— Being furnished with characters, and having applied them to the letters, as we believe most properly, we now proceed to point out the best method of employing them, for the purposes of legibility and expedition.

The perpendicular and diagonal characters in our alphabet, are all of equal heights; which circumstance  
naturally



naturally suggests the propriety of placing them, as they occur in writing, evenly at the bottom, on a real or imaginary line; this of course makes them even at top, where we may therefore suppose another line to be drawn; and from this higher line most of the characters must needs be begun, on account of their perpendicular or diagonal directions: this does not however hold good with respect to the first  $\text{16}$ , which must be always carried upwards from the bottom line; and  $r$  may be begun either at top or bottom.

The horizontal characters (under which appellation I mean to include all that are not written from top to bottom, or from bottom to top) not filling the space between the lines, may be placed either higher or lower as occasion shall require; concerning which directions will be given, when we come to the explanation of the  
third

third column in plate I. but till then, and *afterwards* in all cases to which those directions shall not extend, let them be written in the upper part of the space, as their *natural* situation.—If the learner wishes to be neat and exact in the formation of his characters, (which is a matter of no small importance) let him write them singly for a while.

The leading rules for joining are as follows.—All unnecessary angles must be avoided, and one character made to run into another as much as possible; thus, write *✓* not *∫*, *∖* not *∩*, *∞* not *∞*, &c.

When two perpendicular or diagonal characters drawn *downwards* meet in the same word, they are each to be made as short again as when written separately, for the sake of lineality.

The horizontal *k* should not follow in conjunction with a character carried  
*upwards,*



*PLATE II.*

*Characters classed and joined.*

*Class 1<sup>st</sup>*    r r \ 9 p p \ p / i g q q  
r h \ t d t s h l c c b / v l b e e d

Class 2.<sup>d</sup> 6!

121728111510122

Class 3.<sup>d</sup> (c)

f l n o p q r s t u v

Class 4<sup>th</sup> ) 9

୧ ୨ ୩ ୪ ୫ ୬ ୭ ୮ ୯ ୧୦ ୧୧ ୧୨ ୧୩ ୧୪ ୧୫ ୧୬ ୧୭ ୧୮ ୧୯ ୨୦ ୨୧ ୨୨ ୨୩ ୨୪ ୨୫ ୨୬ ୨୭ ୨୮ ୨୯ ୩୦ ୩୧ ୩୨ ୩୩ ୩୪ ୩୫ ୩୬ ୩୭ ୩୮ ୩୯ ୪୦ ୪୧ ୪୨ ୪୩ ୪୪ ୪୫ ୪୬ ୪୭ ୪୮ ୪୯ ୫୦ ୫୧ ୫୨ ୫୩ ୫୪ ୫୫ ୫୬ ୫୭ ୫୮ ୫୯ ୬୦ ୬୧ ୬୨ ୬୩ ୬୪ ୬୫ ୬୬ ୬୭ ୬୮ ୬୯ ୭୦ ୭୧ ୭୨ ୭୩ ୭୪ ୭୫ ୭୬ ୭୭ ୭୮ ୭୯ ୮୦ ୮୧ ୮୨ ୮୩ ୮୪ ୮୫ ୮୬ ୮୭ ୮୮ ୮୯ ୯୦ ୯୧ ୯୨ ୯୩ ୯୪ ୯୫ ୯୬ ୯୭ ୯୮ ୯୯ ୧୦୦

Class 5<sup>th</sup> ser--

77  $\frac{2}{3}$  7  $\frac{2}{3}$  1569  $\sim$  27 77 - 17 98

Class 6.<sup>th</sup> ~ ~

$\gamma \gamma \rightarrow \gamma \pi^0 \pi^0 \sim \gamma \gamma \rightarrow \pi^+ \pi^-$

Class 7<sup>th</sup> - 2

$\gamma$   $\epsilon$   $\gamma$   $\epsilon$   $\gamma$   $\gamma$   $\sim$   $\gamma$   $\gamma$   $\gamma$   $\gamma$   $\sim$   $\gamma$   $\gamma$   $\sim$   $\epsilon$   $\epsilon$

*EXCHANGES.*

*b for p, f for v, k for q, ks for x, p for b, q for k, t for th, v for f, x for ks, ch for sh, sh for ch, k for hard ch.*

*Contractions.*

### Double Letters.

bn	pin	o	from	u	bb	rr	mm	(	br	r	ll	l
gm		o		u	dd	e	nn	)	bt	f	pf	f
gu		u		u	ff	^	pp	SE	pt		bf	
gr		d		d	gg	o o	rr	t	hf	q	yr	q
kr		(		^	kk	e	fs	—	kf	q	chf	q
mv		o		u	ll	ss	tt	t	tr	t	tht	q

*upwards*, thus for *lk* write 2 not 6 ; and if *x* should follow a preceding character brought *downwards*, always use *ks* in its room : thus for *tax* L write *taks* 1—.\*

In plate II. specimens of the manner of joining are exhibited, which render a long verbal description unnecessary.—In this plate, the alphabetical characters are divided into classes, and the manner shown in which one of each class is to be joined to the rest ; this serves as a direction for all of the same class, except that a few instances are omitted, which the writer's own sagacity will readily supply.†

As

\* In some few instances there must be exceptions to this general rule, till the prepositions and terminations are learned ; when they will all vanish.

† The three instances in the plate which have a *star* placed over them, are to be rejected as subject to ambiguity—they are not wanted.



As some letters have two characters each appropriated to them, it will be found most *expedient* to begin some words with the first of them, and others with the second; but the learner will soon find a sort of natural readiness, in chusing the most proper, without particular directions; as those gentlemen who practise *Mr. Byrom's* Scheme can testify from experience.— Copying the specimens will soon render joining the characters familiar and easy.

Some characters which join unnaturally to most preceding ones, we have taken care to assign to such letters, as have the smallest power in pronunciation. *H* is one of these, and may always be omitted in the middle and end of a word, provided that the vowel which belongs to it in the same syllable be expressed, thus inhabitant may be written *inabitant*, and Jehovah *Jeova*, or even *Jova*.  
Nay

Nay at the very beginning of words *b* may be omitted, if the vowel following it be expressed : thus we may write *umour* for *humour*.—The character for *y* like that for *b* will seldom join naturally in the middle or end of a word ; but it is a vowel and must be expressed as *i*, when it occurs at the end ; and in the middle it is never found as a consonant, except in compound words, \* such as *vineyard*, *steelyard* ; which may therefore be written *vine yard*, *steel yard*. †



Those letters which are similar in sound, are made in our alphabet to correspond to each other in form ; in such a manner, that if at any time the character for one such letter be inconvenient, the character for the other

\* *Beyond* is the only exception to this remark that I recollect, which may be written *ŷ* ; as *behind* may *∞*.

† A compound word may at any time be written as two distinct words.

other may easily and naturally be substituted in its room, with a real increase of expedition, and at the same time without any injury to the legibility : for it must be a matter of entire indifference to a reader, for example, whether *preposterous*, *scribble*, *inaptitude*, be written as properly spelled, or *preboisterous*, *scripple*, *inabitude*. All such *exchanges* are pointed out in plate II ; but let it here be noticed, that they are not to take place at the beginning, but only in the middle or end of a word ; except in the case of *q*, which may have greater liberties taken with it in this respect than the rest of the letters ; thus qualify may be written *kalify*, quite, *kite*.\*

Mr.

\* If the learner be afraid at first of trusting to *t* as the representative of *th*, he may in the middle of a word join *t* and *h* together, till his courage is improved ; thus, *lengthen* may be written  instead of  ; but I prefer the latter.

*Mr. Byrom* has assigned but one character to *f* and *v*, though both consonants of frequent occurrence; and vast numbers of words are rendered ambiguous in his Short-hand for want of distinguishing between them at the beginning, notwithstanding they may be safely exchanged for each other in the middle or end of words. *W* approaches as near to the sound of *v* as *f*, and *w* as a consonant is more rare and frequently quiescent. I apprehend therefore that a great advantage is gained, by making *w* the companion of *v* in this Short-hand, instead of *f*. In the middle and end of words *f* and *v* may be freely exchanged for each other as convenience may require; but *f* must never be written for *w*, but always *);* hence it follows that *);* at the beginning or in the middle of a word, will always represent either *v* or *w*; and when it ends a word it will always

G

ways

ways stand either for *v* or *f*, because *w* is never a consonant at the end of a word.

It being our business, to make the greatest advantage of our characters, for the purpose of expedition consistent with legibility, in plate II. are exhibited some contractions, which are produced by only cutting off the angle between two consonants. The use of these is more or less extensive, according to the capacity of each, for joining to a preceding character; but all of them will be found extremely useful at the beginning of words.

To those contractions in the plate the learner is desired to add *ʃ cbr*, *ʃ cbt*, which are formed in a similar way; as also *o* for a contraction of *tb* *q* when the last consonant in a word: but this must never be joined to *o* or */* when standing by themselves; for ambiguity would be the certain consequence:



quence: to *y* and *o* it may, thus *y* *qth* or *youth*, *o* *qth* or *quoth*.

The same kind of contraction with that which stands last in the plate, may be used very extensively; and is extremely proper at the close of a word ending with *v* or *f*—thus *∫ ∫* *J ∩*, &c.

If to these contractions we also add *∩* from *wt* or *what*, to be used when standing by itself, or at the beginning of a word when followed by an *r*, we shall find great convenience from it;\* as also from writing *wn* *∫* from the bottom instead of *∩*: the circumstance of the mark's being begun at the bottom will sufficiently distinguish it from *shn* or *wd*.

Under the title *Double Letters* in plate II. the learner will see the best methods of writing *bb*, *dd*, &c. which

G 2

are


\* If any person after proper trials, shall find he cannot keep this contraction distinct from *mt* *∩*, he must not venture to use it.

are very plain: all therefore that is necessary to be observed here concerning them is, that though the *heads* of *b* and *p* are doubled in size, the *down-strokes* are but of the usual length.

No letters need to be doubled unless a vowel comes between: let *fall* be written *fal*; *letter* *leter*, *dabble* *dable*; but you must write *mammon* *mmon*; *babble* *bble*, *candid* *candd*, &c.†

Amongst the *double letters* are a kind of contracted characters which may require explanation.—The first *b* includes in itself the *r*, the second includes the *t*; therefore a small stroke dividing them respectively in two, leaves in the one case a *b* at top, and

† In short-hand we always consider and speak of two consonants of the same name, coming together without an intervening vowel, as one consonant: thus, e. g. though *anniversary* in its second syllable begins with *n*, yet because *n* also concluded the first, we should rank the word with an-ar-chy; and include it in the class of words whose second syllable begins with a vowel.

and an *r* at bottom; in the other a *b* at top, and *t* at bottom; so that one is properly *br* and the other as truly *bt*.\* These instances will explain the rest.—A loss of time is sustained by making the dividing stroke, but it may often be supplied by the preceding character as *f spr*, *f kpt*, &c. but the dividing stroke, and every sign of it, may frequently be omitted; especially in words of many syllables, as *constitute* ; and the adept will soon be aware, that he may take an equal liberty with many words which are shorter: but let the mere learner adhere religiously to his rules, lest by venturing too far of a sudden, he

G 3

meet

\* And as *b* and *p* exchange with each other, they will also as properly represent *pr* and *pt*.—The contractions for *br bt bf* may be used even at the beginning of words for *pr pt pf*; and *bb* will serve for *bp*; and *pp* for *pb*; and so *pn* for *bn* in any case.—The reader may be assured that no ambiguity will arise from hence *worthy his notice*.

meet with some unexpected check or discouragement, to damp his spirits and prevent his future progress.

*Mr. Byrom* directs to give some characters a greater slope than usual to suggest that they are doubled, thus \ is *f*, \ is *ff*; but this is a distinction too difficult to be observed in swift-writing.—The drawing a very small stroke in some instances without taking off the pen, which is another method of doubling a letter recommended by that gentleman, has too great a tendency in my opinion to introduce ambiguity: by this device *tt* should be thus expressed ʒ, but if in quick writing the dividing stroke were made a little too long, which may often happen, it would be ʒ *ts*.

I have presented the reader in plate IV. with an additional method of doubling consonants, agreeable to another and more judicious one of *Mr.*

*Byrom*;

*Byrom*; viz. by making the preceding or following character but half its common length; which is a sufficient and natural hint, that the character which is of the common size is to be considered as two: to instance by the first combination  $\zeta$  *btr*—the top of the first character till it comes in a line with *r* represents *b*, below that to the bottom it represents *t*, and therefore the whole is with the strictest propriety termed *btr*, and by exchange *ptr*: so also  $\eta$  is *tht* or *that*. Let as much use as possible be made of this kind of contraction, for it is very advantageous for expedition, without subtracting in the least from legibility. *Mr. Byrom's* Scheme will admit of few of these contractions, in comparison with the present.

By uniting this and a former mode of contraction together,  $\neg$  will be equivalent to *Spetator* or *Spectator*. The  $\int$  divides the *p* (for so it is by



exchange) into *pt* and the short *r* converts the *t* into *tt*.—*N. B.* A *t* is sometimes made to represent *th*, by having the preceding or subsequent consonant shortened after the above manner; thus *l* is *thr* as well as *ttr*, and for the same reason *ç* is *bthr* as well as *btr*; and so in similar cases. The gentlemen who practise *Mr. Byrom's Method* will witness that no ambiguity arises from hence.\*

It is now time to give some directions for spelling in short-hand, as far as *Consonants* are concerned; for about *Vowels* we shall be yet silent for a while.—The general rule for spelling in short-hand is “ Spell as you pronounce,” by following which direction every quiescent consonant will

\* An infallible way of preventing ambiguity in such cases is, to write the dividing stroke when *t* is intended, as *btr*; *✓* and when *th* is designed, to follow this method as *ç bthr*; or *vice versa*, as the learner pleases.

will be dropped; and one that is more proper, will often be substituted in the room of another which is less so.—But a few examples will be better than a long description—Chaise must be written *Sbaise*, laugh *laf*, draught *draft*, though *tho*, debt *det*, phylic *fifik*, acquire *aquire*, scene *sene*, thick *tbik*, schism *fism*, verdict *verdit*, handsome *banfum*, gnat *nat*, foreign *foren*, writing *riting*, high *bi*, honest *onest*, chaos *kaos*, rhetoric *retorik*, either *ester*, oh *o*, knap *nap*, adjust *ajust*, calf *kav*, psalm *sam*, kiln *kil*, pique *pik*, receipt *reset*, friendship *frenship*, island *iland*, wrap *rap*, wry *ri*, stretch *strech*, amends *amens*, soften *sof-en*, tempt *temt*; after *s* when *d* is pronounced as *t*, write *t* for it if most convenient; as *professed* &c.—Let these instances be carefully attended to and uniformly imitated.—As he is a bad speller, who deviates from the prevailing orthography in long-hand;

hand; so also is he, who in shorthand does not take care to correct it, when he can thereby add to expedition.

The rule " Spell as you pronounce," though it should be religiously observed when words will be curtailed by it, is yet to be disregarded when it would add to the length of them; thus *artichokes*, though pronounced *bartichokes*, must be written as it is spelled; and *asparagus*, though sounded *sparrow-grass*, must have no *r* inserted in its last syllable.

Moreover we find in our language, that in many instances, consonants which are not totally *quiescent* in pronunciation, are still not necessary for distinguishing one word from another; and in such cases it is proper, for the purpose of expedition, to drop those consonants, as if they were not sounded at all.—*G* may be dropped

ped in such words as strength, length, thus write *strenth*, *lenth*: *T* in such as fetch *fech*, next *nex*, softer *sof-er*: *Act eet ict* may generally be represented by *k* alone, as contract *con-trak*, direct *direk*: *Acts eets icts* may be expressed by *ks* or *x*, as facts *faks*, effects *effeks*, afflicts *aflix*: *Pt* when it ends a word of more than one syllable may drop the *t*, thus precept may be expressed *precep*:\* *W* may be often omitted in such words as backward, forward: *Nct* may drop the *c*, as *disjunt* for disjunct, *distint* for distinct: *Mbl* and *mpl* may drop the *b* and *p*, thus for contemplate write *contemlate*, for humbly *humly*: *Mbr* and *mpr* in like manner may always drop the *b* and *p*, as *numr* for number: and in *mptr* the *p* may always be

\* Let *C* be the closing *b* or *p* at the end of a word when no more than *b* or *p* is intended, but *ſ* when *pt* is meant, as in *precept*; and *ſ* for *bs*, as in *rebuff*.

be suppressed, as *temter* for *tempter*, &c. &c.

The *Vowels* are all expressed by the dot in different situations.—Standing by itself in the higher part of the space, *even* with the top of the perpendicular and diagonal strokes, the dot represents *a*; a little lower *e*; in the middle *i* or *y*; something lower *o*; and at the bottom *u*.—Now the dot which stands for the article *a*, naturally represents *awe* which contains no consonant, and will likewise serve for *an* before a word beginning with a vowel; the pronoun *I*, will suit equally for *eye*; *o* may represent *O! oh! owe*; and *u* will serve for *who*.\* See plate I. *Vowels places*.

Placed at the top, before or after a perpendicular or inclined character  
brought

\* If the *o* and *u*'s place should at any time be confounded, it will be of no consequence; for *o owe* will not suit the connection when *who* is meant.



brought downwards, a dot represents *a*; a little lower *e*; and so on, as in the space; thus, | *at* | *et* | *it* | *ot* | *ut*;  
 | *ta* | *te* | *ti* | *to* | *tu*: but if the character be carried upward, the place of *a* is then naturally thrown to the bottom; for the vowels are reckoned from the point at which the consonant is begun; e. g. *ā al ā el ā il ā ol ā ul*; *ē la ē le ē li ē lo ē lu*.

Before horizontal characters *properly so called* the place of *a* is over the left-hand point; of *e* a little more to the right, &c.; — *as* — *es* — *is* — *os* — *us*. After such characters the vowels are placed below in the same order, thus, — *sa* — *se* — *si* — *so* — *su*.

Before *∪ ∩ ∪ ∩*, *a* is expressed by a dot on the outside of the character, in a line with the point at which it begins, as *∪ ∩ aman*; *e* by one on the outside approaching nearer to the middle of the curvature, thus,

thus,  $\smile$   $\smile$ ;  $i$  by a dot on the outside of  $\smile$   $\smile$ , but in the inside of  $\smile$ , over against the middle, as  $\smile$   $\smile$  *im in*;  $o$  by one placed in the inside the character, not far from the concluding point, as  $\smile$   $\smile$  *om on*; and  $u$  within, in a line with the concluding point, as  $\smile$   $\smile$  *um un*. After the four characters above specified, the vowels are placed in a contrary manner,

$\smile$  *ma*  $\smile$  *me*  $\smile$  *mi*  $\smile$  *mo*  $\smile$  *mu*;  
 $\smile$  *na*  $\smile$  *ne*  $\smile$  *ni*  $\smile$  *no*  $\smile$  *nu*.

Vowels between consonants are thus expressed;  $a$  and  $e$  are set in their usual places after the consonant which they follow, as  $\neg$  *fat*,  $\neg$  *set*;  $i$  in its usual place after the preceding or before the following consonant, as  $\neg$  or  $\neg$  *fit*;  $* o$  and  $u$  in their customary places before the following

ing

\* Where these two different places of  $i$  are distinct, as in this instance, advantage may be taken of them to distinguish one word from another, as  $\neg$  may be *kite*,  $\neg$  *quite*.

ing consonant as 71 *ſot*, 71 *ſut*. See plate IV. under the title *Vowels places more fully represented*.

The propriety and even *necessity* of expressing the vowels after the above-stated methods, will soon be very clearly discerned by the learner; whose time therefore we shall not take up with reasoning upon them.\*

The *dot* thus employed, will express with sufficient accuracy all the *vowel sounds* in our language. *Ai* or *ay* *au* or *aw* are to be represented in the same manner as *a*; because *a* has these very sounds in different words:  
*oi* or

\* When one character is converted into two by the dividing stroke, the top half has three vowels places before it: *a* and *e* having one place, *i* one, and *o* and *u* one: in the middle all the vowels are distinctly represented; and after the last there are three places, as before the first—By placing the dividing stroke a little lower if the vowel precede, or higher if it follow, more room may be gained to express the vowels places—but there needs little accuracy about it: for which reason no examples are given.

*oi* or *oy* may be expressed as *i* to which it approaches nearest in sound; *ou* or *ow* as in *found*, *crown*, are to be written as *o*;\* and *oo* as *u*.—The learner is not at any time to regard what *letter* or *letters* are employed in long-hand, to represent any *vowel sound*; but only what the sound intended really is; and what single dot, according to the above directions, will best express it: by observing this advice he will be naturally led to write (as he ought to do) no more than one *vowel* for one *vowel sound*; whether it be expressed in common writing by one, two, or three *vowel letters*.

Neither *Mr. Byrom* nor any other teacher of Short-hand, has given particular directions when to express vowels, and when to omit them; but have left this matter entirely to the fancy

\* *W* is never a vowel in our Short-hand alphabet, and therefore may not be joined with a vowel to form a diphthong.

fancy of their disciples ; from a persuasion, as I suppose, that it was impossible to form useful general rules for spelling with vowels.—After having attentively considered the subject, I am however of a different opinion; and shall therefore proceed to give some directions on this head, which will I hope be easily understood, appear natural and rational, and recommend themselves to the approbation of the learner.

The greater the number of consonants in a word, the less will it require the aid of a vowel to make it legible ; thus *ndvr*, *tmtr*, *rmrkbl*, &c. are easily read by their consonants, but to monosyllables, which for the most part have few consonants, a vowel is more necessary ; yet expedition requires that we be not too profuse even upon them. This general rule therefore becomes proper, that “ No more vowels shall be

H

“ written



“ written than are necessary to an  
 “ easy legibility”—Which rule will  
 exclude all the vowels in an almost  
 endless variety of words.—From a  
 like regard to expedition we must lay  
 down this second general rule, that  
 “ No more than *one* vowel shall be  
 “ written in any word.” \*

The particular cases, in which it  
 is proper to express vowels for the  
 sake of legibility, are ascertained by  
 the following rules.

1. “ A vowel which begins a mo-  
 “ nosyllable must be written”; as in  
*add, apt, aft, elf, ill, &c.* which could  
 not be read with any tolerable degree  
 of certainty without their respective  
 vowels.

2. “ A vowel which ends a mono-  
 “ syllable must be expressed;” for  
 the

\* In proper names and such words as *idea* and  
*easy*, more must needs be inserted.

the same reason†; as *by, few, pay, bow, flee, true, &c.* spelled in Short-hand *bi, fu, pa, bo, fle, tru.*‡

3. “ In a monosyllable no *short* “ vowel needs to be expressed;” because the absence of a vowel at the beginning or end, suggests that there must be one in the middle.§

4. “ In a monosyllable a *long* vowel “ must be written”; which will be known to be a *long* vowel, because a short one would have been excluded.—The learner may notwithstanding this rule, omit the *long* vowel in common monosyllables, as, *both, life, fake, &c.*

H 2

5. “ A

† *E* final is excluded from this rule, for being never sounded we never write it at all in Short-hand.

‡ The reason for the two last rules shows the folly of supposing, that all vowels *strictly speaking* may be omitted in short-hand.

§ Though many monosyllables differ from each other only in their short vowels, yet no ambiguity will arise in this rule. See *Introd.* p 44.

5. " A word of more than one syllable ending with a vowel (not being a final *e*) " must have that " vowel expressed"; (of course all others are to be dropped, because of the second general rule, namely, that " No more than *one* vowel must be expressed in any word") thus *aptly*, *empty*, *concisely*, *divinely*, are spelled *ptli*, *mti*, *knfsli*, *dvnli*, better than *aptl*, *emt*, *knfsl*, *dvinl*.\*

6. " A word of more than one syllable not ending with a vowel, " but having a *long vowel* in it, must " have that long vowel expressed"; for next to the *terminative* the *long vowel* in a word, being found in the syllable which is most distinctly sounded, affords the greatest help for read-

\* Though a word ending with a vowel, should take after it a plural or possessive *s*, or the *s* which terminates the third person sing. indic. of the verb, yet the vowel should be inserted, as folly's follies & rallies &c.

reading.\* By this rule *abate* will be written *bate*, *obey* *bey*, *amusement* *musément*, *admire* *dmire*, *private* *privot*, *espousal* *spouss*, &c. expressions fully sufficient for the words intended, and much better than *abt*, *ob*, *amsmnt*, *admr*, *prvat*, *espsl*.

7. “ A word of two syllables having no *terminative* nor *long* vowel, requires to have its *incipient* vowel expressed, if it has one”; † thus write, *acorn* *akrn*, *actor* *aktr*, *engine* *engn*, *image* *img*, *effect* *efkt*.

8. “ A word of three or more syllables, having no *terminative* nor *long* vowel, may drop even its *incipient* vowel”; as for *imbellish*

H 3

write

† In many instances the *long* vowel may be omitted in polysyllables; thus write *mistaken*, *mstkkn*.

† When a word of two syllables abounds with consonants, the *incipient* vowel may however be frequently omitted; as in *accept* which write *kspst*, *urgent* *rgnt*, *exempt* *xmt*, *expel* *xpl*, &c.

write *mblysh*, for improper *mprpr*, intelligible *ntlgl*, &c.—To this rule there is an objection ; which, to make it the better remembered, I shall throw into a rule, as follows:—

“ When the negative prepositions *in*  
 “ *im un ir* are prefixed to words,  
 “ which begin with the same consonant with which they respectively  
 “ end, the *incipient* vowel must always be expressed”; thus write innavigable *invgl*, immodest *imdft*, unnatural *untrl*, irreligion *irlgn*, &c. to distinguish them from navigable *nvgl*, modest *mdft*, natural *ntrl*, religion *rlgn*, &c.

9. “ If two vowels meet together both distinctly sounded, write the longest only”; thus write for idea *i-de*.

10. “ In all words whatsoever, having neither *terminative*, long nor *incipient* vowel, express no vowel at all”; thus write banner *bnr*,  
 burden



burden *brdn*, conquer *knkr*, dismal,  
*dsml*, &c.\*

The above rules, it will be observed, are designed as guides to a person writing at leisure; not to men that are composing or writing after a speaker. Such persons may omit as many vowels as they find necessary, and supply them at leisure; but should take care in general to supply them, before they venture to read publicly, what they have so rapidly written. The reader will find the above rules well worth learning, and when he comes to apply them they will not be found difficult.—I cannot help ob-

H 4

serving

\* If the learner thinks these expressions for words, or those under the last rule but one, too deficient, let him remember that *connection* is wanting above; but cannot he easily read such sentences as these—*Nothing is more disgusting than an imdft woman; The rlgm of the heart will appear in the conduct; It is noble in man to knkr his passions; What wise man would enlist under the bnr of vice?*

serving here, that all Schemes of Short-hand hitherto published, are extremely deficient for want of directions concerning the cases in which vowels should be written or omitted; and that the above rules may be adopted into any Scheme of Short-hand whatsoever.

It is very necessary for the sake of *expedition*, to appoint some methods of *abbreviating* in every Scheme of Swift writing: the most common is that of giving a particular name to every character in the alphabet; or in other terms, making each when written *singly* to represent some particular word. This is an advantage not to be lost; but let it be observed, that in the choice of the words which are to be thus represented, a different method must be pursued from that which the unexperienced would prefer; and instead of the alphabetical characters being used for the *longest*,  
they

they should be made to represent the most *common*, which in our language are generally the *shortest* words. Moreover care ought to be taken, so to adapt the letters of the alphabet, to the words for which they are respectively to stand, that the former may naturally assist us to recollect the latter: the words should therefore be expressed by their first consonants in general; as *b* for *but*, *n* for *and*, &c. yet sometimes the last consonant may be preferable, as *ch*, rather than *w*, for *which*. The column marked *Words* in plate I. contains a list which I approve of, but which may be both altered and enlarged.

Where two characters are appropriated to the same letter, there are in some instances found *two* words opposite to them in the column of *Words*, divided by a semicolon; of which the first word is expressed by  
the

the first character, and the second by the last; thus, *ſ* is *b*, and *ſ* *but*.

Some characters, capable of different situations in the space in which we write, have a distinct name in each situation; thus *s* at the top is *as*, in the middle *is*, and at bottom *us*; and the horizontal *k* is *can* at top, and *come* at bottom.—See the plate in these instances and in *m* and *n*.

In some cases I have appointed more than one word to be expressed by one character; but in the plate, I have not carried this liberty to the utmost extent of which it is capable, even with a due regard to legibility.—But as I reckon the expressing of more than one word by one character, of vast advantage to expedition, I shall endeavour before I proceed, to satisfy the learner, that “ this liberty *may be* *so taken* as to be of no injury to the legibility.”

Let

Let it then be observed that CONNECTION is the master-key of Short-hand; and when such a method of abbreviating a word is used, that connection will clearly and readily decypher the word, it is expressed with sufficient distinctness. It is upon this principle that in the Introduction we vindicate the *third* rule respecting vowels; by which, words that differ only in a short vowel will all be written alike—See Introduction, p. 44.—There can be no objection to applying the reasoning there, to the present case; and therefore all that seems necessary for me to add, is to assure the learner, that it has been my study, (and I know *experimentally* that I have succeeded) to fix only upon such words for each short-hand letter representing more than one, as connection will distinguish. Let us however examine one instance; suppose *m*, which at the bottom of the space stands



stands for *whom* and *must*. \* Who can hesitate in determining which of those words is intended in these sentences? *That which God delights in m be happy; They are the persons m we overtook just now:* the connection here and in all instances, keeps the two words entirely distinct; even so as to prevent the least doubt or hesitation. Suppose now we were to appoint *m* in the same situation to represent *most* also, who would read *whom* or *must* in such a sentence as *God is a m gracious governour?*—To show the power of connection to decypher still more fully, we will insert the *m* three times in the same sentence, so as to stand for all these three words; *We m do good to those from m we have received the m atrocious injuries.*

Such instances as these though they may surprize by their novelty, will yet

\* I have no particular reason for fixing on this letter any more than another,

yet I am persuaded satisfy the unprejudiced, that the same character may stand for two or more words without injury to legibility; and convince them also of the truth of this general maxim, that much may be trusted to connection. And when I assure them that all our remaining rules of abbreviation are such, as thus depend upon connection (but only so far as each person shall judge for *himself*, that *he particularly* may venture to trust to it) I hope it will prepare them to receive the remaining rules of abbreviation with *candour* at least.

If our reasoning above be admitted, we have sufficiently proved what was observed, p. 105, that the list in the plate may be enlarged.—As it is not safe however to trust this business to *every one*, I shall here subjoin the compleat list which I make use of, and by which the specimens are written: they who are qualified may alter  
it

it as they please / be by, [ but put;  
 ∪ do doings, ∪ would doing,\* ∪  
 had, ∪ should down, \ if of off,  
 ∪ against gave, ∪ among give given,  
 ∪ God great, ∪ ago greatest, \ he  
 hither, & could coming, — can come  
 comings, — come common com-  
 monly, & all will, & shall altogether,  
 ∪ them me my am, ∪ may him a-  
 midst, ∪ most must whom, ∪ and,  
 ∪ in instead, ∪ not on one,(†) \ up  
 particularly, ( upon principal princi-  
 pally, & quality concerning, / are or,  
 — as essay, — is his, — us whose,  
 | the thee to, ) was were, — extra-  
 ordinary extraordinarily, — exceed-  
 ing

\* When any character is repeated thus, the first is supposed to stand in the higher part of the space, and the second in the lower: if it be written thrice, the first is supposed to be at top, the second in the middle, and the third at the bottom.

† If the learner dreads any confusion in the use of *three* places, he may use but *two*; the expedition will be very little injured by it.

ing exceedingly, ˘ exact exactly, 9 yet you, Ɔ which church, 8 each chief, 3 she show, 9 they thither;—to these *alphabetical* characters may be added the following, which are *contracted*, thus ʃ chair chapter, ƒ cheat, ʒ greater, ʘ Christ, 7 that thought, 8 have has half, 7 what, 7 your year.

This list can be of very little if of any burden to the memory; it is however worth all the pains it can possibly cost those, whose faculties of retention or recollection are most defective, if they require a short-hand which possesses *expedition*.

We have now seen, that a character when joined with others, has the name and power of a letter of the common alphabet; and that standing by itself, it represents one or more entire words.—Now as it is our business, to make the greatest use of each character in short-hand, which the  
nature

nature of our Scheme and of our language will allow ; and as many words in English begin with parts called *prepositions*, and end with others called *terminations*, it will be useful, and is therefore eligible, to represent these parts of words, by single characters, disjoined from the rest of the word, but placed near enough to show that they are connected with it : the prepositions at the beginning, and the terminations at the end, as their names imply.

Usually, the first consonant of the preposition or termination will be the most natural expression for it, as being the most regular, and at the same time contributing, generally speaking, to assist the recollection more than any other—Yet in a few cases some other may be proper : for those instances in which I have appointed others, I could assign particular reasons ; but *Mr. Byrom's* general one  
on



2011/2/17

PLATE III.

*Compound Prepositions.*

kd	↪	contradis	ns	↪	insuper unsatis
dk	↪	discom discon	nt	↪	intrans untrans
du	↪	disin	nm	↪	incircum uncircum
du	↪	disinter	nk	↪	incontro uncontro
ds	↪	dispatis	mk	↪	miscon miscom
nk	↪	incon uncon incom	mn	↪	misunder
nd	↪	indis undis	rk	↪	recon recom
ng	↪	insigni	nn	↪	uninter unenter

GRAMMATICAL MARKS.

Substantive singular	!	∩	—	.)
Substantive plural	!	∩	—	.)
Adjective and particip perfect	!	∩	—	.)
Adverb	!	∩	—	.)
Participle in <i>ing</i>	!	∩	—	.)
Participle plural in <i>ings</i>	!	∩	—	.)

STOPS, &c.

Comma	:	Period	:	Interrogation	?
Semicolon	..	Break	:	Admiration	!
Colon	..	Quotation	—	Parenthesis	—

Figures.

1 2 3 4 5 6 7 8 9 0.  
 ~ | / \ ) - ^ ( = o

*Reference Marks.*

Λ V > < L 7 Γ J + X

on a similar occasion, will be soonest given; “to avoid greater inconveniences I was obliged to do it.”

The prepositions I have made choice of will be seen in plate I. under that title. *Be, ob, de, re, an, in, un,* are inserted in the list, because in some few cases, it will contribute to the *beauty* of the writing, to have these prepositions disjoined; as *∪∩* rather than *∩∩*; the rest of the prepositions should be *usually* written whenever they occur.—To those in plate I. must be added the list in plate III. under the title *Compound Prepositions*; which except in one or two instances, are expressed by the first consonants of the single prepositions of which they are composed.—To the prepositions both single and compound, the following additions may be made—write *intro* as *inter*, *en* as *in*, *kk* for *concom*, *np* (the first *p*) *interpre*, *mnp* *misinterpre*, *mp* (the second

cond *p*) impro, *np* (second *p*) unpro,  
*mn* misin misinter, *rp* repre, *mnp*,  
 misrepre, *dm* decom,—perhaps there  
 may be a few prepositions overlooked,  
 but the learner will contrive for them  
 by *analogy*.

The following rule will be sufficient to show the proper use of the prepositions; by neglecting to lay down which, *Mr. Byrom* has left the legibility of his Short-hand much less perfect than it might have been.

‘ Horizontal prepositions, and the  
 ‘ curves which answer to them, such  
 ‘ as *m* and *n*, must be placed in the  
 ‘ middle or at the bottom of the  
 ‘ Space; but those which are per-  
 ‘ pendicular or diagonal, must be  
 ‘ made shorter by one third than  
 ‘ usual; and may therefore be placed  
 ‘ either in the upper or lower part  
 ‘ of the space as most convenient.’ \*

See

\* The learner will observe that the prepositional characters are to be used *only* at the *beginning* of words.

See the examples in plate IV. from which strike *remember*.

Further, ' If a vowel precede a preposition it may be entirely omitted; thus write accommodate *com-date*, appropriate *propriate*.\*







' If it be necessary at any time to write a vowel immediately following a preposition, prefix it to the next consonant,' as connive  $\curvearrowright$  not  $\curvearrowleft$

—For a preposition, for reasons which will be seen in the second part of this work, must not have any vowel prefixed or subjoined to it.

Those consonants which are not appointed to be used for particular prepositions, may be employed as a kind of prepositions at large, to express the first part of a compound  
I 2 word;

\* If an *s* follow the preposition, and a character which requires the dividing mark follow the *s*, *s* may be joined to the preposition, and converted into the dividing stroke, thus  $\curvearrowright$  insult.



word; as gentle-man , gentle-woman , ginger-bread. , landlord .——Compound words which cannot be thus expressed, as beginning with a consonant already appropriated to some preposition, may be either joined or disjoined as pleasure or convenience shall dictate, as coach-man  .

Let it be noticed with respect to the terminative characters, that they are never to be used in writing monosyllables: which being observed, they may be made either long or short at pleasure, and set in any part of the space, as most convenient; because they will be distinguished, by the mere circumstance of being disjoined, from common letters; whereas the prepositions in all cases would not. The termination *ing* \* is an exception which must be always written at the bottom, and *ings* at top.

The

\* See Grammatical Marks, plate III.

The terminative mark *s* is also another exception to the general rule, and must be placed higher or lower in the space, according as the vowel which begins the termination for which it stands, shall regularly require.—Let it be observed, that though in the plate it appears to represent only *ation etion*, &c. yet it is intended to stand for *tion* with the last vowel and consonants of any syllable immediately preceding *tion* *e. g.* for *action*, &c. *ension*, &c. *inction*, &c. *option*, &c. *umption*, &c. &c. From the omission of the consonants preceding *tion* in these instances, no ambiguity will arise, as long as care is taken, that the vowels before each consonant be duly expressed: *e. g.* He was a man of wonderful *invetion*, will naturally be read *invention*: He got no honour by his share in the *transation*, *i. e.* *transaction*.

If this terminative mark follow  $\_$  s,  $\_$  k,  $\_$  x, the first vowel of the termination should be suggested by placing the  $\_$  s in that vowels place with respect to the preceding character; thus for ascension write  $\_$  the point of the terminative s, being in the e's place of the preceding s, shows the vowel intended.

The learner is desired to take notice, that  $\text{sh}$  is designed to represent the termination *ship*, which there was not convenient room to insert in the plate.

‘ If one termination follow another, the last must be written at length;’ as *possibility*  $\text{E}$  or without the dividing stroke  $\text{E}$ , *testamentary*  $\text{E}$ .

‘ If a preposition and termination compose the whole of a word, either one or the other as the writer pleases, must be written at length;’

as

~ Vowels Places more fully represented. ~

	a	e	i	o	u		a	e	i	o	u		a	e	i	o
ma	o	o	o	o	o	na	u	u	u	u	u	sn	u	u	u	u
me	o	o	o	o	o	ne	u	u	u	u	u	sr	u	u	u	u
mi	o	o	o	o	o	ni	u	u	u	u	u	st	u	u	u	u
mo	o	o	o	o	o	no	u	u	u	u	u	so	u	u	u	u
mu	o	o	o	o	o	nu	u	u	u	u	u	su	u	u	u	u
ma	o	o	o	o	o	na	u	u	u	u	u	sn	u	u	u	u
me	o	o	o	o	o	ne	u	u	u	u	u	sr	u	u	u	u
mi	o	o	o	o	o	ni	u	u	u	u	u	st	u	u	u	u
mo	o	o	o	o	o	no	u	u	u	u	u	so	u	u	u	u
mu	o	o	o	o	o	nu	u	u	u	u	u	su	u	u	u	u

A further method of doubling Consonants.

b	bb	f	ff	k	kk	t	tt	r	rr	n	nn
l	ll	p	pp	g	gg	c	cc	s	ss	m	mm
v	vv	d	dd	j	jj	z	zz	x	xx	y	yy
w	ww	h	hh	q	qq	l	ll	o	oo	u	uu

The use of

Prepositions & Terminations exemplified.

1	contradict	1	discontentment	1	competent
2	circumstance	2	uncomfortable	2	supereminent
3	external	3	comical	3	magnitude
4	recompence	4	omnipotent	4	property
5	selfishness	5	antichrist	5	transferable
6	remember	6	interpreter	6	withstand
7	blameable	7	undermine	7	discompose
8	repetition	8	contradistinction	8	disinterested

Application of Grammatical Marks.

1	advice, advise	1	service, serve	1	triumph
2	advices	2	services	2	triumphs
3	advised	3	served	3	triumphed
4	advisedly	4	servicably	4	triumphantly
5	advising	5	serving	5	triumphing
6	advisings	6	servings	6	triumphing
7	advisable	7	serviceable	7	triumphant





as comical  $\sim$  or  $\sim$ , transition  $\sim$  or 12.\*

There is one general method of contraction which it is I suppose almost needless to mention; namely to abbreviate in short-hand the words which it is usual to abbreviate in common writing; expressing no more in the former, than is done in the latter; *e. g.* *Dr* for Doctor, *Mr.* for Mister, *admnr* for administrator, &c.; so for *ever* always write *e'er* /, for *even* *e'en* ~, for *over* *o'er* /;—The three last contractions may be even used in composition, thus for *deliver* write *del'er*, *eventide* *e'entide*, *overtake* *o'ertake*, and for *every* *e'ery* /; or cutting off the *e* /; which will always be distinguished by *connection* from *wry* or *rye*.—Poetic contractions may be used in common, as *morn* for  
I 4 morning

\* No prepositive nor terminative character should be prefixed or subjoined to monosyllables.

morning, *trump* for trumpet, *even* or *e'en* for evening.

It is very usual in common writing to contract two words into one, but this practice I advise the learner not to imitate; for in those instances in which it is commonly done, it will for the most part take longer time to express them after that manner, than to write the words separately; thus *he will*  $\curvearrowright$  *is* shorter than *he'll*  $\curvearrowright$ , *will not*  $\delta$   $\cup$  than *won't*  $\curvearrowright$ , and *cannot*  $\neg \cup$  than *can't*  $\neg$ , &c. &c.

A person possessed of the true spirit of short-hand, will not be able to bear any intermixture of common characters in the writing; but will require a uniformity in the look of the whole. Short-hand and long-hand blended together, make a preposterous and monstrous appearance: if the intermixture be necessary, the Scheme of Short-hand must be very faulty; if not, the writer has been

too

too indolent to make himself master of it. I advise the learner by no means to blend one with another.

So great an advocate am I for the uniform appearance of short-writing, that in plate III. I have given shorter expressions for figures than the common: to which, in order to distinguish them in writing from *literal* characters, I propose that this mark , should be prefixed, at the *bottom* of the space before *numeral* figures, and at the *top* before *ordinal*, thus 7 is 12, 12 twelfth. These characters may be joined together in any number which will be kept within the space; but if at any time one or more would exceed it, or the joining be inconvenient, you may disjoin: write 1774 7, 234528 12; a cypher is expressed by o., as 20 16, 50 12, 504 2, 7062 7, 809 16; but when two or more come together, all but the first must be expressed  
by

by dots, as 200 ,b , 5000 ,d.,  
50034 ,d^, 500034 ,d·^.

This method of expressing figures is shorter, except in a very few instances, than the common; equally distinct, because of the figure mark prefixed; and more beautiful, because it gives a uniform appearance to all the writing. It is not however essential to the short-hand; therefore a learner who is of a different opinion may use the common figures.

For the sake of uniformity in the appearance of the writing, and from a regard to general beauty, I have also in plate III. proposed some new stops.—Of these I like the comma the least of all, because it is longer than the mark used in long-hand: but as it is a very common stop, I would recommend the expressing it at all times, by a space somewhat greater than is usual between word and word, instead of any mark at all:

all; and in quick writing, when neatness must give way to expedition, let all the stops as well as the comma, be expressed by spaces only; each being proportioned to the length of the stop omitted.—Stops like figures, after all, may be expressed agreeably to the particular fancy of the writer.

They who are as great friends to the uniform appearance of short-writing as I am, will chuse instead of letters, or the common *reference-marks*, to use those in plate III. others may please themselves.—*N. B.* The marks should be made smaller than in the plate, and set at the bottom of the space.

END OF PART THE FIRST.

A NEW



(22)

the first of the year  
the second of the year  
the third of the year  
the fourth of the year  
the fifth of the year  
the sixth of the year  
the seventh of the year  
the eighth of the year  
the ninth of the year  
the tenth of the year  
the eleventh of the year  
the twelfth of the year  
the thirteenth of the year  
the fourteenth of the year  
the fifteenth of the year  
the sixteenth of the year  
the seventeenth of the year  
the eighteenth of the year  
the nineteenth of the year  
the twentieth of the year  
the twenty-first of the year  
the twenty-second of the year  
the twenty-third of the year  
the twenty-fourth of the year  
the twenty-fifth of the year  
the twenty-sixth of the year  
the twenty-seventh of the year  
the twenty-eighth of the year  
the twenty-ninth of the year  
the thirtieth of the year  
the thirty-first of the year

END OF THE YEAR

W. H. W.

Lul

V

7

1

2

1

2

1

2

2

2

2

2

2

2

2

2

2

2

2

2

2

2

2





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## A NEW SCHEME OF SHORT-HAND.

### P A R T II.

**T**HE first part of this work contains the simple plan of the Short-hand; and furnishes a Scheme of Swift-writing which is perfectly regular, very legible, and sufficiently expeditious for common purposes. The specimen contained in plate V. will, I apprehend, speak sufficiently in its behalf, and recommend it to the practice of those who will take the trouble of examining it. They who wish to attain to all the expedition, which with a due regard to legibility may be derived from the nature of the plan, will attend me through this second part; in which  
they

they will find certain rules of abbreviation, founded upon, and suggested by, methods which are commonly practised in long-hand.

I have endeavoured in the first part to show, that each letter of our alphabet, may be made to represent two or more different words, without ambiguity to the reader, p. 108.— This is a matter of so much importance to the learner, and has been so little, if at all noticed and attended to by short-hand writers, that a fuller proof may be wished for, and even fuller than can be attained but by repeated trials and experience.—Yet surely some degree of confidence is due to the representations of a writer, on a subject which hardly any one can be supposed to have studied like himself; till a fair and impartial enquiry shall have convicted him either of mistake or misrepresentation.

It



It may be of some weight to confirm our assertions and reasonings in p. 108. and to prepare the reader for the rules which are to follow, (which are founded upon this maxim, that *Connection is the Master-key of Shorthand*) if we show that the letters of the alphabet may in a variety of instances, stand for several different words besides those already assigned to them, without subtracting at all from legibility.

In our compleat list of words expressed by a single alphabetical character each, we have made *m* the representative of *whom*, *must*, and *most*; yet are not the following sentences, in which *m* stands for none of these, very intelligible? Our merchants received large orders out of Germany by the last Dutch *m*. There have lately been some violent eruptions of *m* *Ætna*. At Cana of Gallilee Jesus wrought his first *m*. I am a *m* more  
finned

finned against than finning; &c.—  
 Let us for further satisfaction take  
 another letter; *t* for instance, which  
 stands for *the*, *thee*, and *to*; and try  
 it after the same manner. The  
 Christian's guide is the new *t*. He  
 is to take his *t* at the Old Bailey.  
 Dinner was just set upon the *t*. He  
 was a man of a very uneven *t*.—I do  
 not know whether some persons may  
 not hesitate about the meaning of an  
*m* or a *t* in some of the above sen-  
 tences; for though I assert that *Con-  
 nection is the Master-key of Short-  
 hand*, I do not suppose every one ca-  
 pable of turning this key with equal  
 adroitness. Some will easily read the  
 above sentences, some would read  
 them if more contracted, others per-  
 haps would not chuse to have con-  
 tracted them at all; but let it be no-  
 ticed, that the *mode* of abbreviation  
 is all that we are considering; and if  
 that be allowed in the general to be  
 consistent

consistent with an easy legibility, every one must avail himself of it as far as he is sensible that he safely may. I suppose that none to whom shorthand is an object worthy of attention, are incapable of making some advantage of it.—I beg it may be noticed in this place, and remembered throughout the remainder of this work, that our reasoning is not intended to vindicate the *specimens* which we may produce of the several methods of abbreviation adopted by us; but merely the *methods themselves*: leaving to every one to judge for himself, what use he shall make of each; or whether he may not totally reject some of them.

With respect to the above mode of abbreviation, it is not *urged* upon the learner; though consistent with legibility, and not burdensome to the memory.—Let each one please himself.—But as it is usual in long-hand,

K

when

when a word has only its first vowel expressed, to draw a *dash* after it as a mark of deficiency; I shall recommend a *mark of deficiency* in shorthand, equivalent to it; by which the *first consonant of the word intended*, will be effectually distinguished from a mere alphabetical character, of course rendered incapable of representing any word of the given *list of words*, and at once shown to have its interpretation in the connection.

Let our mark of deficiency then be *a dot, placed at the concluding point of a character*, in such a manner, that if the character was produced it would pass through it. A *p* with this mark following it  $\searrow$  will be equivalent to *p*—, a *d*  $\cup$  to *d*—, an *f*  $\backslash$  to *f*—, &c. thus, By yesterday's  $\searrow$  *p*— we find that trade begins to revive at London. You may  $\cup$  *d*— upon my promise. It

It is unjust to punish one who has committed no \ f——.

The practicability and reasonableness of this scheme suggest an improvement, by which words expressed after this manner, may be rendered much more plain and intelligible, than those abbreviated by a correspondent method in long-hand. For since it is proper, in most cases at least in which only the first consonant of a word is expressed, to use a *mark of deficiency*, we may by placing it differently, or varying its form, make it represent to what part of speech the abbreviated word belongs; and show whether it be adjective, adverb, substantive, and if substantive, whether singular or plural, &c. \*——In

K 2

plates

\* *Mr. Byrom's* having no mark for a plural substantive is a great defect: by writing an *s* to express plurality, and placing a dot at the point of joining, he subjects his Short-hand to perpetual



plates III. and IV. under the title Grammatical Marks I have shewn these, their situation and use; so that I need not spend much time here in explaining either. What I have principally to remark is,

That no great accuracy is necessary with respect to the adjective and adverb marks, but provided they be placed so as to be clearly distinguished from the vowel and substantive marks, which will easily be done, they will be expressed with sufficient exactness for legibility.

‘ The substantive plural mark is ‘ used to express also the possessive ‘ case’; thus, if *Gods* were written .o, *God’s* would be expressed in the same way.

‘ The  
tual ambiguities; seeing that in his Scheme, a dot placed at the point of joining between two consonants, suggests that each is the first consonant of two substantives for which they respectively stand, and that some preposition comes between them.

‘ The substantive singular, and the  
 ‘ verb in the form of the infinitive,  
 ‘ may be expressed by the same  
 ‘ mark’; for the construction of our  
 sentences will never permit a sub-  
 stantive to be mistaken for a verb, nor  
 a verb for a substantive.

‘ The participle perfect and past  
 ‘ time of the verb may be represented  
 ‘ by the same mark’; both being  
 usually the very same word.

The adjective mark in plate III. is  
 the dot to the left; and the participle  
 perfect mark the stroke which follows  
 the character there exhibited.

From the participle present of the  
 verb, is often formed a substantive  
 which admits of a plural termina-  
 tion; from a regard to which deri-  
 vation this kind of plural substantives  
 are called in the plate *participles plural*  
*in ings*: not with grammatical ac-  
 curacy I am sensible, but because I  
 thought it best to distinguish this

fort of derivative substantives from others.

When *ing* has only one consonant regularly preceding it in the same word, let them who use the grammatical marks express it by *ng*; by which means whenever the terminative *ing* , shall appear after a single consonant it will be an infallible sign of its being a *mark of deficiency* as well as the representative of *ing*.

By means of these different marks,\* we render our sign of deficiency in short-hand, a much greater help to reading than that used in common writing; and consequently this mode of abbreviation is with us, greatly preferable to that from which it is  
ta-

\* It is a fault in *Mr. Byrom's Short-hand* that he places a dot both to the right and left, to distinguish his parts of speech; for that which is to the right of a preceding character, is to the left of a following one; thus J. | —Who can say to which stroke the dot belongs?

taken.\* In the use of it two things are to be regarded—First, ‘ Not to ‘ express any words after this manner, but such as the connection ‘ will readily suggest by this small ‘ hint,’ which is a circumstance that depends entirely upon the sagacity of the writer; who if he proceeds *cautiously*, will be perpetually discovering that he may take greater and greater liberties. For as the characters grow familiar, and reading becomes habitual, his expertness in making out much from a little will encrease.—Secondly, ‘ that he do not ‘ use these marks, in cases where ‘ they will really make a word longer, than if written by all its consonants.’ There is no small danger of this; seeing *apparent* length often

K 4

strikes

\* In writing after a speaker it will be sufficient to use the substantives marks alone, as *general* marks of deficiency: but when time will allow let the writer be more exact.

strikes the imagination more than *real*; and I have ever found, that writers of Short-hand have been generally inclined to think that combination of characters shortest, which is comprized in least compass, or which looks most compact. They will for instance prefer + for length to —| , though there is no difference between them; and perhaps think ∩ shorter than ∼, though it is in fact much longer.—But I shall not enlarge upon this caution here, as some things observed on *Comparative Short-hand* in the Introduction, will I hope excite the attention, and assist the judgment of the learner on this subject.\*

Being

\* Even those persons who are unacquainted with grammar, may reap great advantages from learning these marks, provided they employ them as follows.

‘ If a word ending with s be to be abbreviated after the manner pointed out above, let them

‘ annex



Being thus naturally led to convert the *mark of deficiency* into a real advantage, for the more accurate representation of such words, as on account

‘ annex to it the substantive plural mark;’ which will show them, when they come to read, that the word ends in *s* (as most plurals do) thus  $\curvearrowright$  is equal to *m—s*.

‘ If it end in *ed* use the participle perfect mark;’ which will then be equivalent to a terminative mark for *ed*, thus  $\curvearrowright$  is equal to *m—ed*.

‘ If it end in *ly* use the adverb mark,’ which will then be a terminative mark equivalent to *ly*, thus  $\curvearrowright$  is the same as *m—ly*.

‘ If it end in *ing* or *ings* use the marks for ‘ those terminations respectively;’ but remember to use *ng* and *ngs* for them (as above directed) at the end of words which not being abbreviated have but one consonant preceding either of these terminations: for they are never to be used after a single consonant, but as signs of deficiency as well as terminative marks.

‘ If it end in none of these, use the substantive singular or the adjective mark at pleasure, ‘ as a mere mark of deficiency,’ which will furnish as good a hint of the word intended, as the break or dash in long-hand.

count of the connection do not require to be expressed at full length ; it is also natural to go one step further : and as some persons from the nature of their profession, be it what it will, find a greater use for one *set* of words, and others for another ; it appears to be well worth the while of every writer of Short-hand, to commit a list of such words to memory, to be expressed by their first consonant and proper mark of deficiency ; which he may extend, if he please, to every alphabetical character in its different situation. To explain my meaning more fully, the Divine may write *b* with its substantive mark for *belief*, the Physician for *brain*, the Lawyer for *burglary*, the Tradesman for *bankrupt*, &c. so *d* with the first may be *disciple*, with the second *diaphragm*, with the next *debenture*, with the last *dividend*, &c. — If such words be chosen as have an  
 adjective,

adjective, adverb, &c. belonging to them, then *they* are to be considered as forming part of the list, and are to be expressed by the same consonant with *their respective marks of deficiency*; thus if  $\underline{a}$ . stand for godliness,  $\underline{a}$  will be godly, and  $\underline{g}$  godlily.\* If it should be thought, that such a list as we propose will interfere with the general practice of abbreviating occasional words after the same manner; let it be observed that only *such occasional words* are to be thus expressed, as the connection will decypher; and therefore it is impossible the proposed list should interfere with this general practice, if it be properly directed by the general rule. For if at any time *connection* should lead to one of the words in the list,

this

\* The adjective and adverb marks must be set so much above or below the horizontal strokes, as in these instances, that they cannot be mistaken for vowels,

this circumstance will render that word the more legible, seeing both memory and connection will concur to decypher it; and if the connection should not *evidently* lead to it, it must belong to the list, and of course be legible, if that has been thoroughly committed to memory.—But as the learner from an ambition of writing very concisely, may be apt to trust to connection, without sufficient reason to hope for its assistance, I think it proper here to advise all who may learn this Scheme of Short-hand,

“ WHEN THEY HAVE ANY DOUBT  
 “ CONCERNING THE SAFETY OF  
 “ ABBREVIATING ANY WORD IN A  
 “ SENTENCE TO WRITE IT AT  
 “ LENGTH;” for the expedition of our Short-hand does not require us to sacrifice legibility to it. After a speaker indeed, let them do as they please; and when they have leisure they may satisfy themselves concerning

ing

ing the prudence of abbreviating or not abbreviating a doubtful word; but except in this case let the above direction be religiously observed.—To what I have said above concerning the proposed list, I must add here that it cannot be burdensome to the memory, seeing it is to consist only of words very familiar to the writer, and all expressed after one and the same method; namely, by their first consonant and proper mark of deficiency.

Having thus vindicated the proposed Scheme, I shall here present the reader with the *list of substantives* which I find most serviceable to myself; and which I would recommend to persons of the same profession, as on the whole the best perhaps which they can chuse. The verbs from which some of them are derived, or which are derived from some of them, are inserted with them; because according



according to rule they are expressed in the same manner, see p. 133.

∫ Bless blessing, ∫ believe belief,  
 ∪ difficulty, ∪ doctrine,\* ∪ advantage,  
 ∪ divide division, \ frequent frequency,  
 ∪ godliness, ∪ justice, ∪ glorify glory,  
 ∪ goodness, ∪ humanize humanity, ∪ covet covetousness,  
 ∪ consider consideration, ∪ consequence,  
 ∪ liberality, ∪ lament lamentation, ∪ mortality,  
 ∪ member, ∪ nature, ∪ engage engagement,  
 \ present presence, ∪ part, ∪ qualify qualification,  
 / repent repentance, ∪ spirit, ∪ sense, | temper,  
 ∪ world, ∪ exemplify example, ∪ except exception,  
 ∪ youthfulness, ∪ cheer cheerfulness, ∪ change,  
 ∪ shame, ∪ thank; some of the contracted characters may also be used for the same purpose if agreeable

\* When the same character occurs twice, the first is supposed to be written at the top of our space and the second at the bottom.







able to the learner; thus, *ſ* may be charity, *ſ* cheat, *ſ* grace, *ſ* christian, *ſ* thoughtfulness.

Each of the substantives in the above list, has some adjective or adverb, which may be expressed by the same consonant in the same situation, with the addition of the adjective or adverb, instead of the substantive mark; but as there are usually more than one adjective and adverb belonging to the same *tribe* or *family* (if I may be allowed the expression) to chuse out of, it becomes necessary to lay down the following rule: ‘Select  
 ‘ that adjective and adverb which  
 ‘ bears the greatest resemblance to  
 ‘ the substantive in its consonants’—  
 according to which rule *division*, e. g. must be accompanied by *divisible*, and *divisibly* (if the latter be a good English word).—Each verb classed with any of the above substantives, either as a root or a derivative, furnishes a  
 participle

participle present and a participle perfect in a regular manner, thus from *divide* comes *dividing* (and perhaps *dividings*) and *divided*; which compleat the number of words of this tribe, to be expressed by their first consonant and grammatical marks; thus, *divide* *divison* ㄱ, *divisible* ㄱ, *divisibly* ㄱ, *dividing* ㄱ', *dividing* ㄱ', *divided* ㄱ.

After this manner the *list* is to be compleated: but there is no need of writing it at full length; because if the rule be properly attended to, the words which are to be thus written out of a whole class, will be instantly distinguished—But in this particular let every one please himself.

By diligently prosecuting one advantage, we are often led to the discovery of some other; this is verified in the present instance; for having found out a concise method of expressing the above words, which are  
only

only a part of the *family* of which the word *divide* is the *stock*, we are led to provide some easy method of expressing the remainder. This may be done after the following manner. We have seen that the word *divide* as the root of *division*, &c. is expressed thus ; now the consonant and dot or mark of deficiency being a regular expression for this word, may represent it when only a *part* of a word as well as when a *complete* one: of course *divide-r* may be written , *divide-nd* ,\* *divid-able* , (the termination being disjoined as usual) *divid-ant* , *divid-ual* . Hence we form this general rule: ‘ The

L tive

\* A small stroke is to be drawn through in such instances as this, where the dot should be; because the dot would not be sufficiently distinct for want of an angular joining.

stantive singular mark shall represent that *root*, not only when written singly, but also *in composition*.\*

If a preposition come before any word expressed by its first consonant and grammatical mark, whether singly or in composition, it may be represented as usual,\* thus write *indivisible* ∪ḥ; *undivided* ∪ḥ | , *individual* ∪ḥ ḥ, *individuation* ∪ḥ ḥ, *individuality* ∪ḥ ḥ. —

It is very common for a derivative adjective to be the *root* of some derivative substantive; e. g. from *divisible* come *divisibility* and *divisibleness*; now the mark for *divisible* above, furnishes as regular a root for these, as ḥ does for *divide*, and they may therefore be written *divisibility* ḥ | , *divisibleness* ḥ ∪.

\* Words *thus* expressed may also have a preposition prefixed; thus, *indivisibility* ∪ḥ | , *indivisibleness* ∪ḥ ∪.

If



If a word, belonging to any one class of words expressed after this method, will not be regularly represented by any of the above rules, write it at length, as *divisor*.

By the above rules not less than five or six hundred words, whose roots are all contained in the above list, are greatly abbreviated; and at the same time written in the most accurate manner.—And I am persuaded however difficult these rules may appear to a *reader*, they will be found very easy in *practice*. The instances I have given are the *most difficult* of any that result from the use of the list of substantives.

Having seen above, that a word expressed by its first consonant and grammatical mark, may take a preposition before it; it appears reasonable after writing a preposition, to express the remainder of *any* word by the first consonant with its proper

L 2

mark,

mark, according to the part of speech to which it belongs, in all cases in which the connection will render the word sufficiently legible, without writing more of it. That such cases will occur, the following instances will abundantly show; She ruined her  $\neg$  comp— with rouge. He presents  $\neg$  comp—s and thanks for your favours. They are so alike that it is difficult to dist—  $\neg$ ! between them. *Dist*— according to the rules respecting the list of substantives may be distemper; but who would even think of such a word in the above connection? \*

‘ If a word begin with a preposition, and the connection will not decypher

\* There are so few instances of words consisting only of a preposition and single consonant that in general the mark of deficiency may be omitted in such cases, (except the plural substantive mark) by which many words will be fully distinguished from those on the list of substantives.

decypher it, unless more than the preposition and following consonant, with or without the mark of deficiency be expressed, either write the whole, or as much as you judge sufficient, with a due regard to connection, to point out the word intended.'—In this case it will frequently be sufficient to add the vowel immediately following as  $\neg\epsilon$  for *competition*, or  $\text{st}$ , if that follow without an intermediate vowel, as  $\neg$  for *circumstance*.

' Words which have no preposition before them, if the connection will not readily decypher them, when expressed by their first consonant and proper mark of deficiency, must be either abbreviated by some following rule or written at length.'

' Words ending with a termination preceded by more than one consonant, may have a mark of deficiency, instead of the terminative

character;' thus  $\curvearrowright$  reason—— for *reasonableness*,  $\curvearrowright$  hard—— for *hardness*,  $\sphericalangle$  differ—— for *different*, &c.\* So at any time these marks may follow the *root* of a word, as  $\sphericalangle$  fair—— for *fairly*.

' If a word whose termination is dropped be a plural substantive, the plural mark must be set at the beginning of the *first* consonant in the word,' thus for *exhortations* write  $\sphericalangle$  exhort——s.†

In some cases the connection itself points out the termination of a word so clearly, that it is impossible for the reader to mistake it; and quite

\* The writer after all may express the termination if he please: it will make little difference in point of time.—The termination should always be expressed when a long vowel immediately precedes it as employment  $\mathfrak{z}$  not  $\mathfrak{z}$ ——

† In this case the  $\sphericalangle$  cannot belong to the list of substantives; for if it did it must be a plural substantive; but plural substantives will never admit of increase at the end.

quite needless to write either that, or the grammatical mark. In such sentences as these, connection is *itself* the sign of deficiency; He was very closely *engage* in business. We had *entertain* them very elegantly. They were *walk* in the fields. Study amused and *refresh* him. He *delight* in shorthand. Thou *speak* too loud. Few readers will require to be told, that the words above, printed in Italics, are to be read respectively, *engaged, entertained, walking, refreshed, delights, speakest.*

These instances shew the reasonableness of the following rules: ‘Omit the distinguishing terminations of the first and second persons of the verb,’ for connection will always supply their place.

‘When connection requires a participle present or perfect the distinguishing termination of each may be dropped.’

L 4

As



As the connection itself serves for a mark of deficiency in the instances last given, it will also answer this purpose in others. Connection often renders it unnecessary, when a word begins with a vowel, to express more than that vowel and the following consonant; e. g. On that subject he gave his op—— very freely. It is an affair which requires to be particularly at—— to. It is said the K—— intends to give his el—— dominions to his second son, the B—— of Os——.\* I shall not multiply examples, but must observe here, that we may make this mode of abbreviating of vast service to the expedition of our Shorthand, if we commit to memory a number of words (greater or less at pleasure) that frequently occur, to be expressed by their first vowel and  
con-

\* If a word thus abbreviated be a plural substantive, the proper mark must be added; as C Op——s for opinions.

consonant; thus *ſ* may be abroad, *ʔ* about, *af* after, *of* \* often, *ʔ* action, *~* according accordingly, *ok* occasion, *.b* almost, *ʔ* always, *im* (at top) immediately, *im* (at bottom) impossible, *in* (at top) into, *on* (at bottom) only, *un* (at bottom) unto, *ap* apart, *op* open, *aq* acquaint, *as* aside, *es* in (the middle) these, *is* (in the middle) this, *os* (at bottom) those, *us* (at bottom) thus, † *ut* utmost, *ex* (at top) extremely, *ex* (at bottom) excessively, &c. &c. A few abbreviations of this kind committed to memory cannot be burdensome, and the greater number we use of them, the more expeditious the short-hand will be rendered. Those which are here  
 inserted

\* This cannot be mistaken for *of* the sign of the possessive case, for *f* represents that; and in instances in which these words seem to form others, those others are written by a single alphabetical character each.

† These four, though somewhat irregular, are extremely convenient.

inserted are made use of in the unnumbered specimens. When a few of them are become familiar to a learner, he will naturally wish to encrease their number; and this he may safely do, if he be careful not to express different words by the same vowel and consonant in the same situation; or if he ventures to do this, provided he be cautious that they be words which connection will always distinguish.

As words which begin with a vowel will often be sufficiently described by that vowel and the following consonant; so words which begin with a consonant followed immediately by a vowel, will often be sufficiently expressed by that consonant and vowel: thus, A Monarchy is the best form of Go—— for a people who have lost their virtue. We were at a fine concert of mu—— last night.—And to give a sentence from the last paragraph

graph more contracted—It is said the K—— intends to give his el—— do——s &c. to his second son the B—— of Os——. By this method, as well as by the preceding, vast numbers of familiar words may be usefully contracted; thus / before, f become, & hardly, & likewise, p likely, & many, & perpetual perpetually, C peculiar peculiarly, / real really reality, / every, — (in the middle) something, — (at the bottom) sometimes, — (at the bottom) since. These instances, which may be encreased as much as the learner shall see fit, are practised in the unnumbered specimens.

As a dash is drawn in common writing after a consonant, or vowel and consonant for a sign of deficiency at the end of a word; so the beginning and end of a word are frequently written, and the dash or mark of deficiency drawn *between* them;  
to

to shew that something is wanting in the middle: thus Un——ity for University; ar——ary for arbitrary, &c. This practice may be imitated in short-hand; and if in any case the first vowel and consonant of a word be thought insufficient, we may drop the middle, and add the termination: and since there are very few words which consist only of a vowel, consonant and termination; the unusualness of the appearance will serve to suggest deficiency; and the beginning and end being given, will show that the word is deficient in the *middle*; thus ꝑ banishment, ꝑ for curiosity, // ar——ary for arbitrary, &c.—If at any time a real word should by this means be fully represented, yet the connection will prevent mistakes and even hesitation; thus ꝑ for *university* is also *unity*,  
but



but who can mistake the one for the other? \*

‘ If a word begin with a consonant the following vowel may often be dropped, and the termination set after the consonant alone;’ thus C may serve for *punishment*; the connection supplying the place of the intermediate dash in long-hand.

A similar method of contraction in use in long-hand, is to express only the first and last consonant of a word, with a dash in the *middle*, to show it to be deficient *there*—This practice we may easily imitate; and this mode of contraction though entirely new  
in

\* When the words to be written by this rule begin with a horizontal character, placing it at the bottom with a vowel preceding or following, will clearly distinguish it from a preposition, and serve as a sufficient hint of the word’s being abbreviated after the manner above directed; thus C| for *university*, —| for *civility*: for by a foregoing rule a preposition must have no vowel prefixed or subjoined.

in short-hand, seems in the instances in which it may be employed, the best calculated for *brevity with expedition* of all others, except the representing of particular words by a single alphabetical character. In order to distinguish words thus abbreviated, observe

First, ‘ If the characters be both horizontal to place them at the bottom of the space ; the peculiarity of which situation (for the top is by rule regarded as the natural place) will serve as a mark of deficiency ; thus *fn* ~ in that situation may be written for certain, and will be equal to *c*——*n*, *kn* for concern, *mn* for maintain ; or for other words as occasion may require ; due regard being had to connection as the means of interpreting.

Secondly, ‘ If one of the characters be horizontal and the other not, join them by an angle (instead of running

ning one into another, as directed by the general rule for joining) if they will admit of it, as a sign of deficiency in the middle; thus, Doctor  $\text{D}$ , Master  $\text{M}$ , &c. These may also stand for any other words which connection will decypher, and of which these are the first and last consonants; thus, Christ came to d—r  $\text{D}$  us from fin. He was committed to Newgate for m—r  $\text{M}$  &c.

Thirdly, When the characters will not admit of such a joining, they may be written in an unusual manner, to suggest that they are the first and last consonants of a word; thus  $\text{V}$  is for, but  $\text{V}$  f—r may be former; so  $\text{P}$  may stand for proper or pleasure,  $\text{S}$  k—r for character,  $\text{H}$ —r for harbour, &c.

Fourthly, When the characters will not be distinguished by any of these ways, they may be disjoined; the first being written at the top of the space,

space, and the last directly under it, to prevent its being mistaken for a termination; thus write  $\cup$  b——n for between;  $\cup$  r——n for return;  $\downarrow$  r——t for retreat; or for other words which connection will decypher.

To words thus written the plural or possessive *s* may be added; as, returns  $\cup$ ; and either terminative or grammatical marks, as proper or convenient; thus  $\cup$  equal to d——red for delivered, or  $\cup$ , equal to m——r-ing for murdering—This last direction supposes, that it may be sometimes most convenient to write the first and last consonant of a *root* instead of a whole word.

Great use may be made of this rule, if the learner please, for the purpose of abbreviating common words; thus  $\cup$  may always be *between*,  $\succ$  *former*,  $\cup$  *neither*,  $\cup$  (at bottom) *unless*,  $\cup$  *perhaps*,  $\cup$  (at bot-

bottom) *seldom*, > *further*, &c. &c. These instances are practised in the unnumbered specimens, and may be increased at the pleasure of the learner.

Repetition is to be expressed by placing so many dots at the bottom of the word to be repeated, as there are to be repetitions of it: thus  $\propto$  for holy, holy, holy.

If a whole sentence be to be repeated, draw a line below all but the last word of it, and set as many dots under the last, as there are to be repetitions of the sentence: thus | 16 \ | 6., the temple of the Lord, the temple of the Lord, the temple of the Lord.

By one or other of the above rules all the words in any sentence, which the connection will permit to be abbreviated, may be written very concisely.

Those which begin with a consonant, may be expressed by their first

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con-



consonant, with or without the mark of deficiency as the writer shall see proper : or provided they end with a termination by their first consonant and termination.

Those which beginning with a consonant have a vowel immediately following, may be abbreviated by writing only their first consonant and vowel : or if they end with a termination, by expressing their first consonant vowel, and termination.

Those which begin and end with a consonant, or beginning with a consonant have a final *e*, may be abbreviated by writing their first and last consonant.

Those which begin with a vowel are to be abbreviated by writing that vowel and the following consonant : or if they have also a termination, by adding that also to the first vowel and consonant.

Those

Those which begin with a preposition are to be abbreviated by writing the preposition and following consonant only; or by expressing all the word but the termination; if there be one.

The learner needs not be told to write all the consonants (and a vowel if necessary) of those words which connection will not permit to be abbreviated.

It is recommended to him to use the abbreviating rules sparingly at first; and as they grow more familiar to employ them more extensively—*If he wade out of his depth it will be his own fault, not the fault of this Scheme or its Author.*

To the learner I shall leave the collecting together the particular rules laid down in the foregoing pages, as a useful employment; well calculated to make him read the

work with attention, and to imprint the rules upon his memory.—I shall take leave of him with the following advice of Mr. *Byrom*,

*Take time enough; all other graces  
Will soon fill up their proper places.*



\*\*\* If



# Evil Speaking.

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### Perseverance.

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~ p 9 y . . ~ i 9 6	<i>Shakespeare. Troilus &amp; Cressida.</i>

\* \* If the expressions for words in the Short-hand Specimens be in any instance thought too much abbreviated, the Learner is desired to take notice, that they are *not prescribed*: The author thinks them sufficient for his own reading;—but every writer is to judge for himself.

If the expression for words in  
the short-hand specimens be in  
any instance thought too much ab-  
breviated, the learner is directed  
to take notice that they are not  
written: The author thinks them  
sufficient for his own reading—  
but every writer is to judge for  
himself.

## ON EVIL-SPEAKING.

(The four last Plates in Long-hand.)

**H**OW frequently is the honesty and integrity of a man disposed of by a smile or a shrug? How many good and generous actions have been sunk into oblivion by a distrustful look, or stamp't with the imputation of proceeding from bad motives, by a mysterious and seasonable whisper? — Look into companies of those whose gentle natures should disarm them, we shall find no better account. How large a portion of chastity is sent out of the world by distant hints, nodded away, and cruelly winked into suspicion, by the envy of those who are past all temptation of it themselves. How often does the reputation of an helpless creature bleed,

by a report which the party who is at the pains to propagate it, beholds with much fellow-feeling, that she is heartily sorry for it, hopes in God it is not true; however as Archbishop *Tillotson* wittily observes upon it, is resolved in the mean time to give the report her pass, that at least it may have fair play, to take its fortune in the world, to be believed or not according to the charity of those into whose hands it shall happen to fall— So fruitful is this vice in experiments to satiate as well as disguise itself. But if these smother weapons cut so sore, what shall we say of open and unblushing scandal, subjected to no caution, tied down to no restraints? If the one like an arrow shot in the dark, does so much secret mischief, this, like the pestilence which rageth at noon-day, sweeps all before it, levelling without distinction the good and the bad; a thousand  
fall



fall beside it, and ten thousand on its right-hand, they fall, so rent and torn, in this tender part of them, so unmercifully butchered, as sometimes never to recover either the wounds or the anguish of heart which they have occasioned.—But there is nothing so bad which will not admit of something to be said in its defence——

And here it may be asked, whether the inconveniences and ill effects which the world feels from the licentiousness of this practice, are not sufficiently counterballanced by the real influence it has upon mens lives and conduct? That if there was no evil-speaking in the world, thousands would be encouraged to do ill, and would rush into many indecorums like a horse into the battle, were they sure to escape the tongues of men. That if we take a general view of the world, we shall find that a great deal of virtue, at least of the outward appearance

pearance of it, is not so much from any fixed principle, as the terror of what the world will say, and the liberty it will take upon the occasions we shall give.—That if we descend to particulars, numbers are every day taking more pains to be well spoken of, than would actually enable them to live so as to deserve it.—That there are many of both sexes who can support life well enough without honour or chastity. Who without reputation (which is but the opinion which the world has of the matter) would hide their heads in shame and sink down in utter despair of happiness. No doubt the tongue is a weapon, which does chastise many indecours, which the laws of men will not reach, and keeps many in awe whom conscience will not, and where the case is indisputably flagrant, the speaking of it in such words as it deserves, scarce comes within the prohibition.

hibition. In many cases 'tis hard to express ourselves so as to fix a distinction betwixt opposite characters, and sometimes it may be as much a debt we owe to virtue, and as great a piece of justice to expose a vicious character, and paint it in its proper colours, as it is to speak well of the deserving, and describe his particular virtues. And indeed when we inflict this punishment upon the bad merely out of principle, and without indulgences to any private passion of our own, 'tis a case which happens so seldom, that one might venture to except it.—However to those who in this objection are really concerned for the cause of virtue, I cannot help recommending what would much more effectually serve her interest, and be a surer token of their zeal and attachment to her. And that is, in all such plain instances, where it  
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seems to be a duty to fix a distinction betwixt the good and the bad, to let their actions speak it, instead of their words; or at least to let them both speak one language. We all of us talk so loud against vicious characters, and are so unanimous in our cry against them, that an unexperienced man, who only trusted his ears, would imagine the whole world was in an uproar about it, and that mankind were all associating together, to hunt vice out of the world. Shift the scene, and let him behold the reception which vice meets with, he will see the conduct and behaviour of the world towards it, so opposite to their declarations, he will find all he heard so contradicted by what he saw, as to leave him in doubt, which of his senses he is to trust, or in which of the two cases mankind were really in earnest. Was there virtue enough  
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in the world to make a general stand against this contradiction; that is, was every one who deserved to be ill-spoken of, sure to be ill-looked on too; was it a certain consequence of the loss of a man's character, to lose his friends, to lose the advantages of his birth and fortune, and thenceforth be universally shunned, universally slighted; was no quality a shelter against the indecours of the other sex, but was every woman without distinction who had justly forfeited her reputation, from that moment was she sure to forfeit likewise all claim to civility and respect; or in a word, could it be established as a law in our ceremonial, that wherever characters in either sex were become notorious, it should be deemed infamous either to pay or receive a visit from them, and the door were to be shut against them in all public places,



places, till they had satisfied the world, by giving testimony of a better: A few such plain and honest maxims faithfully put in practice, would force us upon some degree of reformation. Till this is done, it avails little that we have no mercy upon them with our tongues, since they escape without feeling any other inconvenience.—We all cry out that the world is corrupt, and I fear too justly; but we never reflect what we have to thank for it, and that our open countenance of vice, which gives the lye to our private censures of it, is its chief protection and encouragement. To those however who still believe that evil-speaking is some terror to evil doers, one may answer as a great man has done upon the occasion, that after all our exhortations against it, 'tis not to be feared but that there will be evil-speaking enough

enough left in the world to chastise the guilty: and we may safely trust them to an ill-natured world, that there will be no failure of justice upon this score. The passions of men are pretty severe executioners, and to them let us leave this ungrateful task, and rather ourselves endeavour to cultivate that more friendly one recommended by the apostle, of letting all bitterness, and wrath, and clamour, and evil-speaking, be put away from us, of being kind to one another, tender-hearted, forgiving one another, even as God for Christ's sake forgave us, Amen.

*Yorick's Sermons*; Vol. II. Ser. XI.

## PERSEVERANCE.

——— *Perseverance* keeps honour bright:  
 To have done, is to hang quite out of fashion,  
 Like rusty mail in monumental mockery.  
 For honour travels in a freight so narrow,  
 Where one but goes abreast: keep then the path;  
 For

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For Emulation hath a thousand sons,  
That one by one pursue; if you give way,  
Or turn aside from the direct forth-right,  
Like to an entred tide, they all rush by,  
And leave you hindermost; and there you lie,  
Like to a gallant horse fall'n in first rank,  
For pavement to the abject rear, o'er-run  
And trampled on: then what they do in present,  
Tho' less than your's in past, must o'ertop your's.  
For Time is like a fashionable host,  
That slightly shakes his parting guest by th' hand;  
But with his arms out-stretch'd, as he would fly,  
Grasps in the comer; Welcome ever smiles,  
And Farewel goes out sighing.————

*Troilus and Cressida.*

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